Welcome to our training on creating non-travel expense reports in Concur.
Out-of-pocket expenses are those paid personally by the employee, requiring reimbursement.
Within the expense report, on the screen that allows you to manage the report,
Click on Add Expense.
and then on the Create New Expense tab.
You can search for the expense type you wish to add
or scroll through the list of expenses using the scroll bar on the right.
When you click on an expense type, a screen will appear with fields pertaining to that expense type. Fill in all required fields (marked with the red asterisk) and any additional fields that apply.
Once the expense is finalized, click on the Save Expense button at the top right of the screen.
The expense will now show as attached to the report.
To go back at any time to edit this expense, check the box associated with the expense at the left of the screen and click Edit.
If there are other expenses that need to be added to the report, search for those and repeat the steps to provide required data.