

Expense Reports:

Adding Non-travel Out-of-pocket Expenses

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.

Non-travel Expense Report 0108 \$0.00

[Delete Report](#) [Submit Report](#)

Not Submitted | [Report Number: OGN90Y](#)

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View: ▾



No Expenses

Add expenses to this report to submit for reimbursement.

Within the expense report, on the screen that allows you to manage the report,

Non-travel Expense Report 0108 \$0.00

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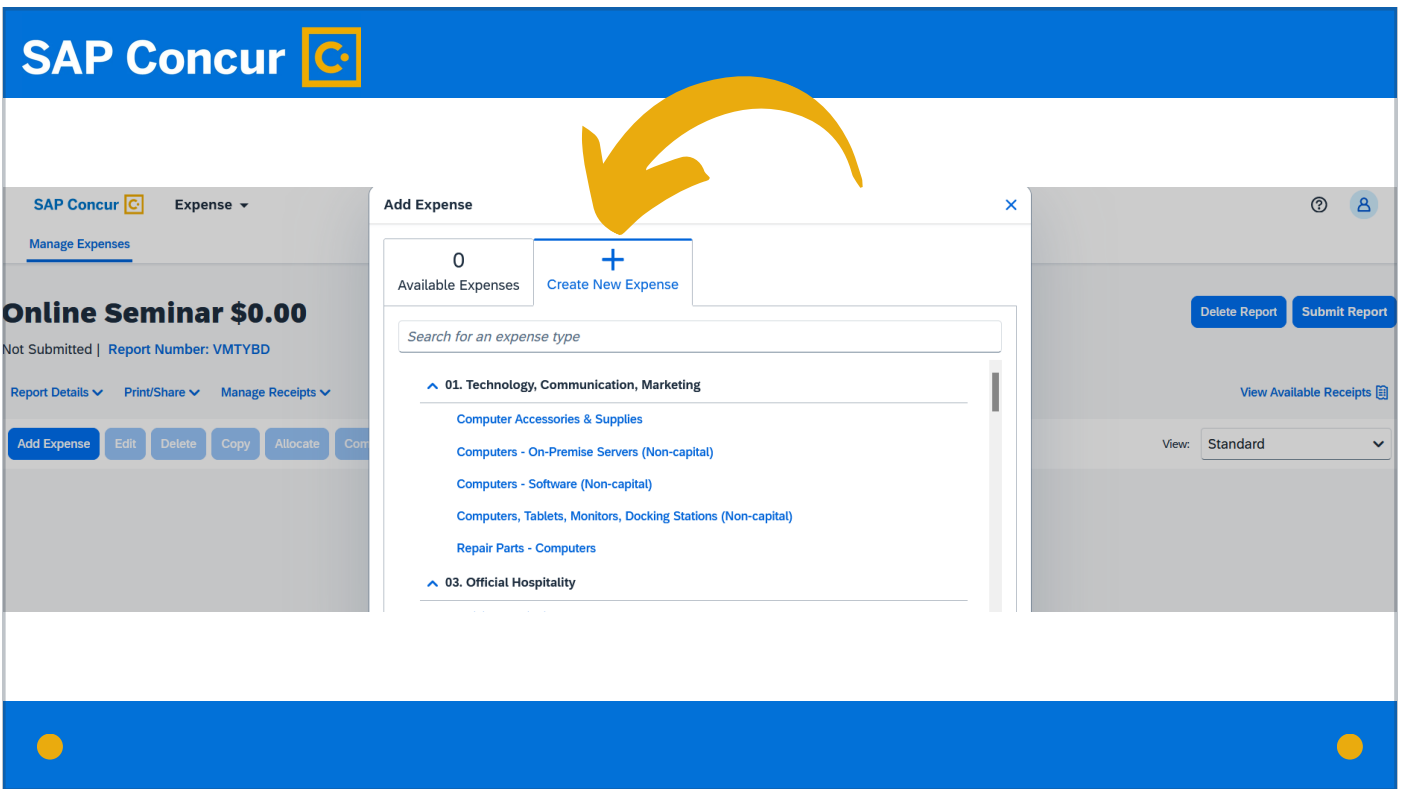
[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

View: ▾

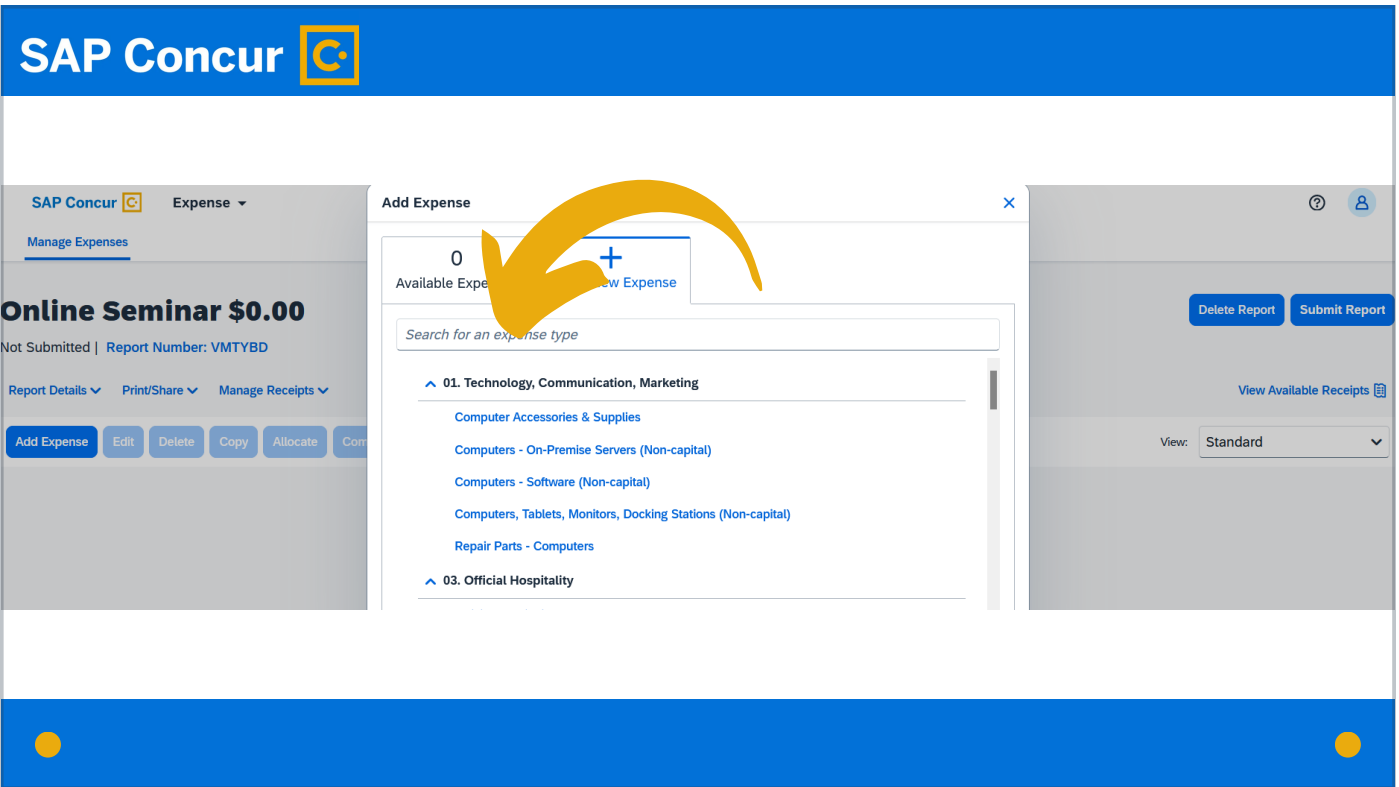


No Expenses
Add expenses to this report to submit for reimbursement.

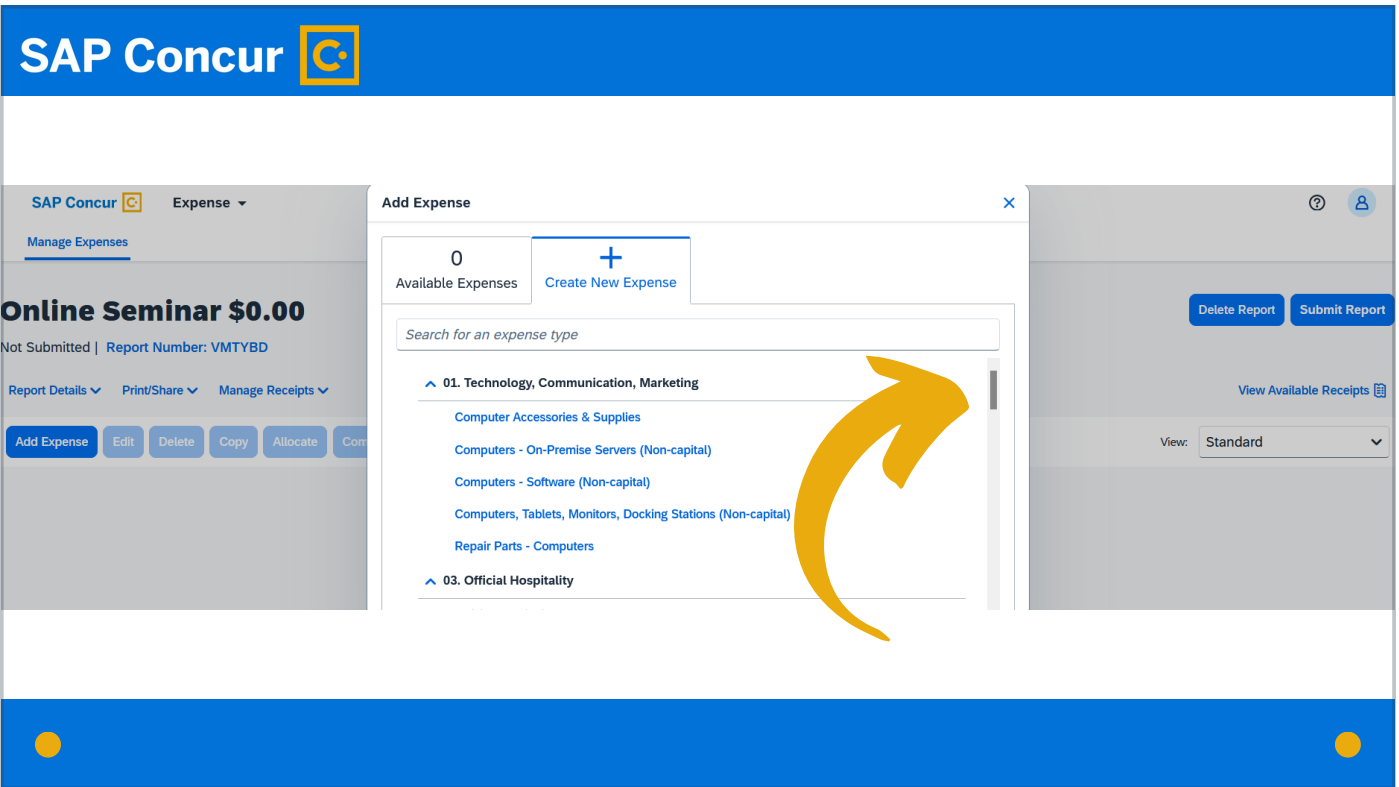
Click on Add Expense.



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.

New Expense

Cancel Save Expense

Details


Itemizations

Hide Receipt

Allocate

* Required field

Expense Type *
Job-Related Training And Webinar Fees (Non-travel) X

Transaction Date * MM/DD/YYYY  Report/Trip Purpose *
None Selected


Additional Information Enter Vendor Name *

City of Purchase Payment Type *
Out of Pocket

Amount * Currency *
US, Dollar (USD) X

Comment

Receipt



Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

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.

SAP Concur Expense

Manage Expenses

Job-Related Training And Webinar Fees (Non-travel) \$180.00

10/11/2023 | Online Learning Co

Cancel Delete Expense Save Expense

Hide Receipt

Amount \$180.00 Itemized \$180.00 Remaining \$0.00

Create Itemization More Actions

<input type="checkbox"/>	Alerts	Date	Expense Type	Requested
<input checked="" type="checkbox"/>	⚠	10/11/2023	Professional Memberships/Dues	\$30.00
<input type="checkbox"/>	⚠	10/11/2023	Job-Related Training And Webinar Fees (N...	\$150.00

Receipt

Receipt

Date
Vendor Name
Items Purchased/Charges
\$ Amount

Signature


Once the expense is finalized, click on the Save Expense button at the top right of the screen.

Online Seminar \$180.00

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Not Submitted | Report Number: VMTYBD

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View: Standard ▾

<input type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↑↓	Requested↑↓	▾
<input type="checkbox"/>			Out of Pocket	Job-Related Training And Webinar Fees (Non-travel)	Online Learning Co	10/11/2023	\$180.00 Itemized	▾
							\$180.00	


The expense will now show as attached to the report.

Online Seminar \$180.00

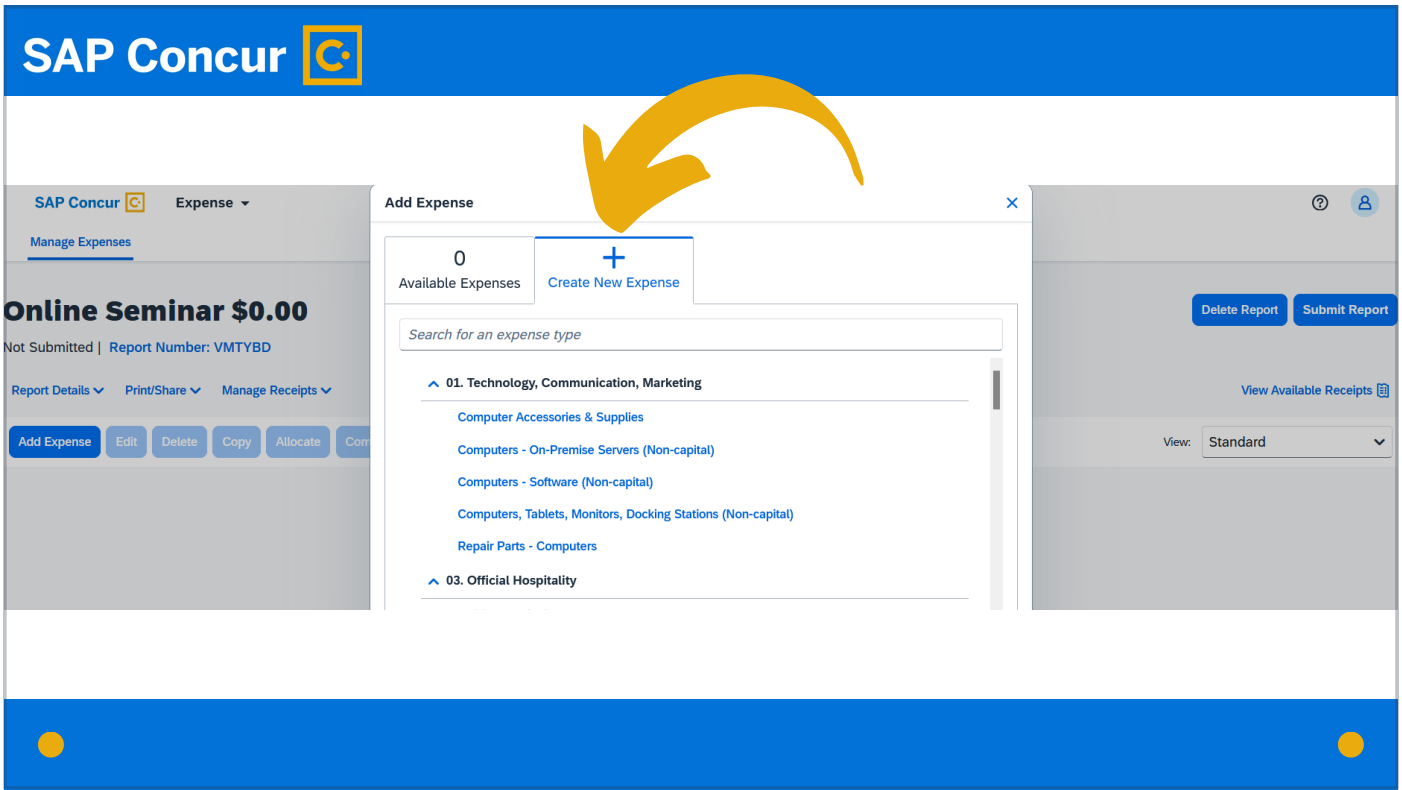
Not Submitted | [Report Number: VMTYBD](#)

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<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details
<input checked="" type="checkbox"/>			Out of Pocket	Job-Related Training And Webinar Fees (Non-travel)	Online Learning Co

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.