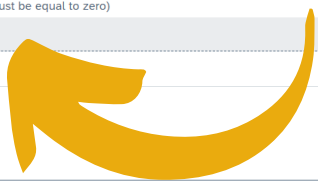



# Travel Expense Reports: **Reporting Registration Paid by Someone Else**

Welcome to our training on how to report a conference registration paid on another employee's university credit card.

University Card Paid From (name) *	Report Number *
<input type="text"/>	<input type="text"/>
Additional Information	Enter Vendor Name *
<input type="text"/>	<input type="text"/>
City of Purchase *	Payment Type *
<input type="text"/>	Out of Pocket
Amount (must be equal to zero)	Currency *
0.00	US, Dollar (USD)
Comment	0/500
<input type="text"/>	





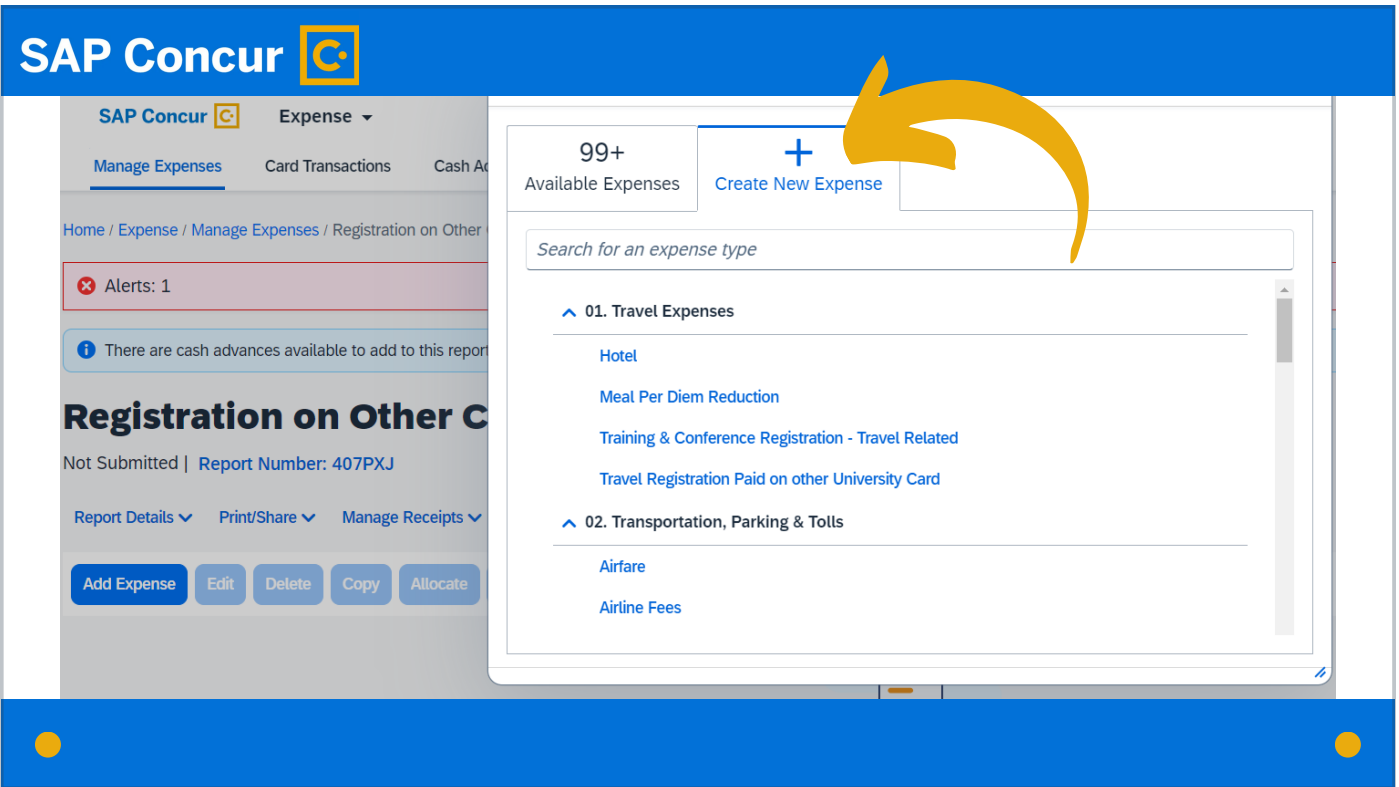
Click to upload or drag and drop files to upload a new receipt.  
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.  
5MB limit per file.

[Save Expense](#) [Save and Add Another](#) [Cancel](#)

Because the registration is not paid on your card but is for you, you will include the expense in your travel expense report but list it as a \$0 expense.

The screenshot shows the SAP Concur Expense report interface. At the top, the SAP Concur logo is visible. Below it, the breadcrumb navigation reads "Home / Expense / Manage Expenses / Registration 0208". A red alert bar indicates "Alerts: 1". A blue information bar states "There are cash advances available to add to this report. View". The main heading is "Registration 0208 \$0.00" with "Not Submitted | Report Number: 407PXJ" below it. On the right, there are "Delete Report" and "Submit Report" buttons. A navigation bar includes "Report Details", "Print/Share", "Manage Receipts", and "Travel Allowance". Below this is a row of action buttons: "Add Expense", "Edit", "Delete", "Copy", "Allocate", "Combine Expenses", and "Move to". A "View: Standard" dropdown is also present. A large yellow arrow points to the "Add Expense" button. To the right of the arrow is a mobile phone icon with signal waves.

To do this, within the expense report, when you come to the screen that allows you to manage the report, click on the Add button to add an expense



and then click on the Create New Expense option.

## New Expense

**Allocate**

\* Required field

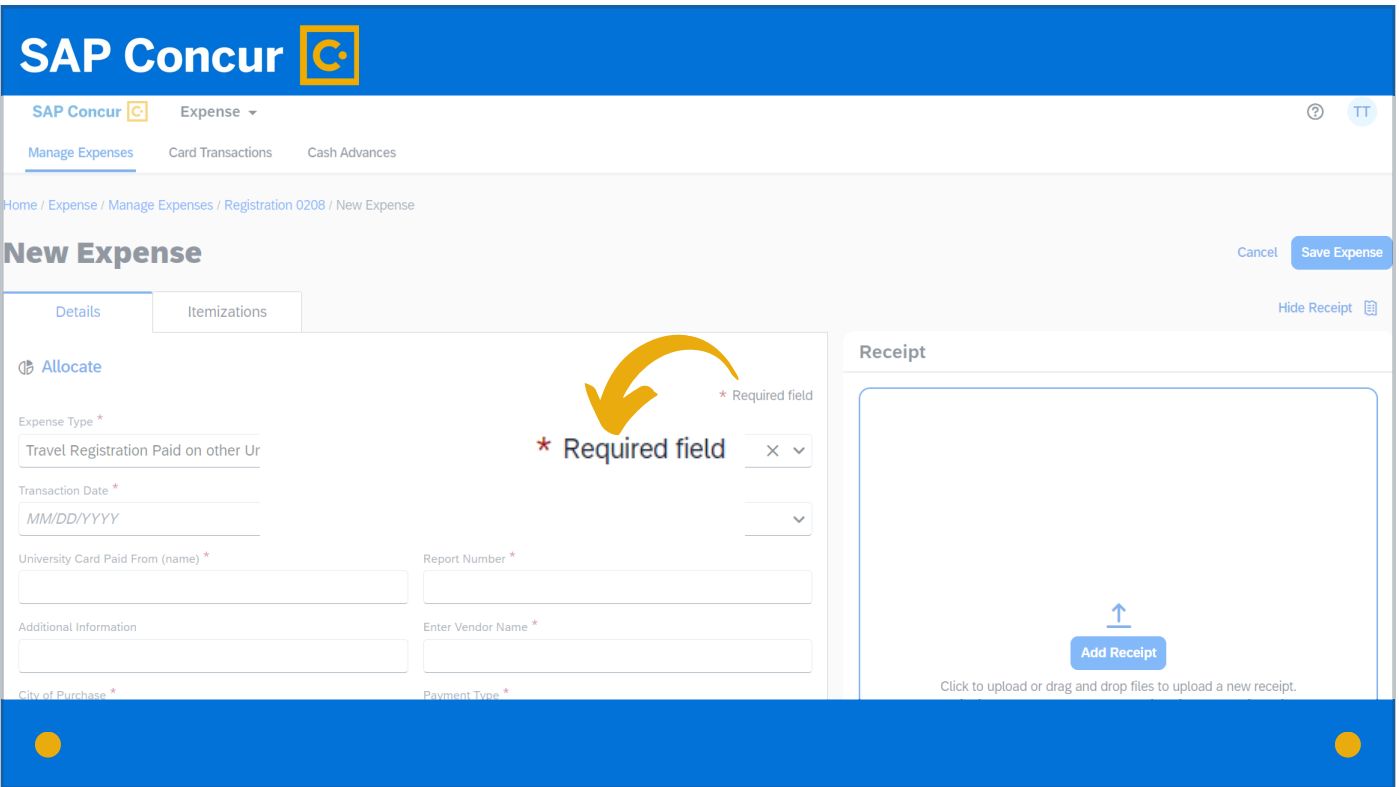
Expense Type \*  
Travel Registration Paid on other University Card

Transaction Date \*  Additional Comments

University Card Paid From (name) \*  Report Number \*


Additional Information  Enter Vendor Name \*

In the Expense Type field, search for and select the Travel Registration Paid on Other University Card option.



On the expense details screen that opens, fill in all required fields, marked with a red asterisk.

Expense Type \*  
Travel Registration Paid on other University C X v

Transaction Date \* Additional Comments  
*MM/DD/YYYY*  None Selected v

University Card Paid From (name) \* Report Number \*

Additional Information Enter Vendor Name \*

City of Purchase \* Payment Type \*  
Winfield, Kansas Out of Pocket v

One of these required fields is the name of the person whose card was used to pay for the registration.

Expense Type \*  
Travel Registration Paid on other University Card

Transaction Date \*  
MM/DD/YYYY

University Card Paid From (name) \*

Additional Information


City of Purchase \*  
Winfield, Kansas

Additional Comments  
None Selected

Report Number \*


Enter Vendor Name \*


Payment Type \*  
Out of Pocket



You will also need to provide the expense report number that includes the registration charge. You can obtain this information from the person who paid the registration fee for you.



**SAP Concur** 

SAP Concur  Expense ▾ TT

[Manage Expenses](#) [Card Transactions](#) [Cash Advances](#)

University Card Paid From (name) \*  Report Number \*


Additional Information  Enter Vendor Name \*

City of Purchase \*  Payment Type \*

Amount (must be equal to zero)  Currency \*

Comment  0/500

[Save Expense](#) [Save and Add Another](#) [Cancel](#)

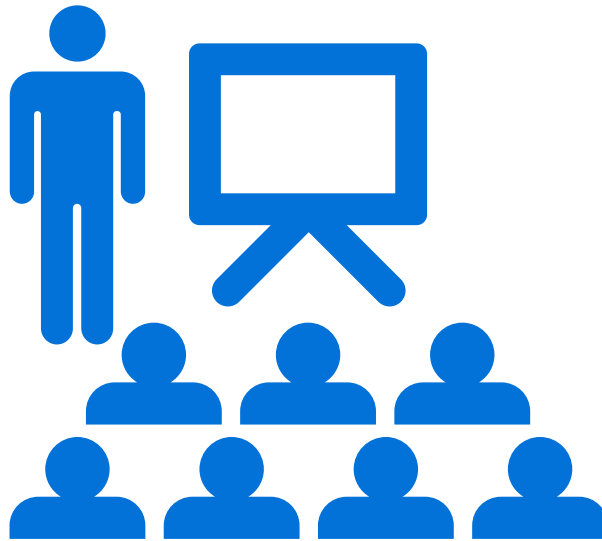
  
**Add Receipt**

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.

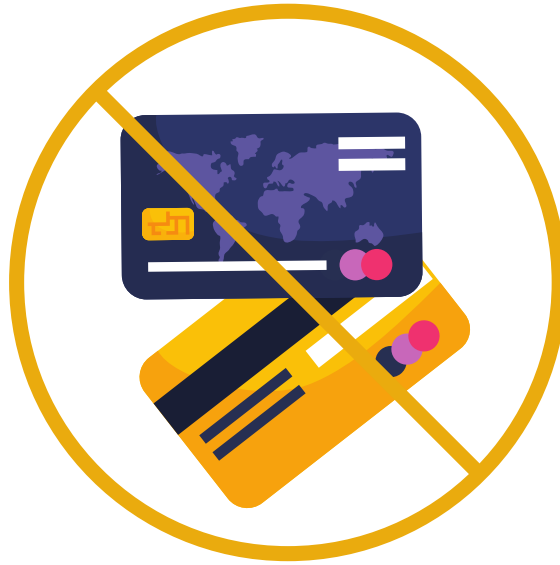
You will see that the Amount field is grayed out and marked with a note that the amount must be equal to zero.




Filling out these details identifies two necessary points:



That you attended the conference



But that you were not the one who paid for the registration expense.

**SAP Concur**  Expense ▾

Manage Expenses Card Transactions Cash Advances

Home / Expense / Manage Expenses / Registration 0208 / New Expense

## New Expense

Cancel Save Expense

Details Itemizations Hide Receipt

**Allocate**

\* Required field

Expense Type \*  
Travel Registration Paid on other University Card

Transaction Date \* MM/DD/YYYY  
Additional Comments None Selected

University Card Paid From (name) \* Report Number \*

Additional Information Enter Vendor Name \*

City of Purchase \* Payment Type \*

### Receipt

↑  
Add Receipt

Click to upload or drag and drop files to upload a new receipt.

Once these details are filled out, complete the expense report as normal.