



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

Welcome to our training on how to report the expense of a conference registration paid on your university credit card for another employee.

**SAP Concur** 

SAP Concur  Expense ▾ ⊙ TT

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


[Home](#) / [Expense](#) / [Manage Expenses](#) / [Registration 0208](#)

Alerts: 1 ▾


There are cash advances available to add to this report. [View](#) ×

**Registration 0208 \$0.00** Delete Report Submit Report

Not Submitted | [Report Number: 407PXJ](#)

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾ [Travel Allowance](#) ▾ [View Available Receipts](#) 

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



Because the registration is paid on your card, you will report the expense for it in your travel expense report.

The screenshot shows the SAP Concur Expense report management interface. At the top, the SAP Concur logo is visible. Below it, the breadcrumb navigation reads "Home / Expense / Manage Expenses / Registration 0208". A pink 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" and "Report Number: 407PXJ" below it. Action buttons include "Delete Report" and "Submit Report". A menu bar contains "Report Details", "Print/Share", "Manage Receipts", and "Travel Allowance". A secondary menu bar includes "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. A mobile phone icon is visible in the background.

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

**SAP Concur** Expense

Manage Expenses Card Transactions Cash Advances

Home / Expense / Manage Expenses / Registration on Other C

Alerts: 1

There are cash advances available to add to this report

### Registration on Other C

Not Submitted | Report Number: 407PXJ

Report Details Print/Share Manage Receipts

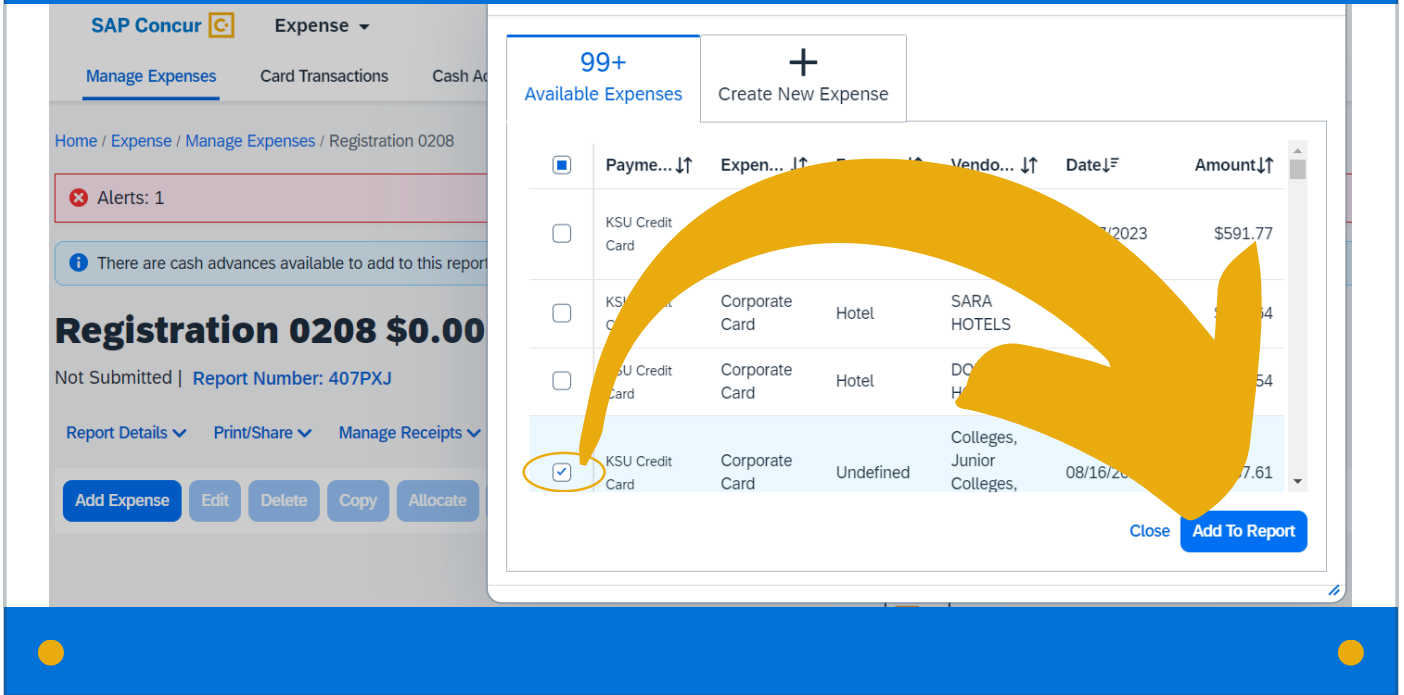
Add Expense Edit Delete Copy Allocate

99+ Available Expenses + Create New Expense

<input type="checkbox"/>	Payme... ↓↑	Expen... ↓↑	Expen... ↓↑	Vendo... ↓↑	Date ↓↑	Amount ↓↑
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Hotel	PARK INNS INTERNATIONAL	08/17/2023	\$591.77
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Hotel	SARA HOTELS	08/17/2023	\$861.64
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Hotel	DORINT HOTELS	08/16/2023	\$295.54
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Undefined	Colleges, Junior Colleges,	08/16/2023	\$37.61

Close Add To Report

and then on the Available Expenses tab.



**99+**  
Available Expenses

**+**  
Create New Expense

Home / Expense / Manage Expenses / Registration 0208

Alerts: 1

There are cash advances available to add to this report

## Registration 0208 \$0.00

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Report Details ▾ Print/Share ▾ Manage Receipts ▾



Add Expense Edit Delete Copy Allocate

<input type="checkbox"/>	Payme... ↓↑	Expen... ↓↑	Vendo... ↓↑	Date ↓↑	Amount ↓↑
<input type="checkbox"/>	KSU Credit Card			7/2023	\$591.77
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Hotel SARA HOTELS		\$164
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Hotel DO...		\$54
<input checked="" type="checkbox"/>	KSU Credit Card	Corporate Card	Undefined, Colleges, Junior Colleges,	08/16/2023	\$7.61

Close Add To Report

On that tab, locate the credit card charge for the registration. Check the box to the left of that charge and then click Add to Report.

 Alerts: 4 

 There are cash advances available to add to this report. [View](#) 

## Registration 0208 \$37.61

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



Not Submitted | [Report Number: 407PXJ](#)

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾ [Travel Allowance](#) ▾

[View Available Receipts](#) 



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

View: Standard ▾

<input type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓↑	Requested↑↓
<input type="checkbox"/>			KSU Credit Card	Undefined	Colleges, Junior Colleges, Unive	08/16/2023	\$37.61
							\$37.61

The charge will now show in the expense list.

 Alerts: 4 

 There are cash advances available to add to this report. [View](#) 

## Registration 0208 \$37.61

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



Not Submitted | [Report Number: 407PXJ](#)

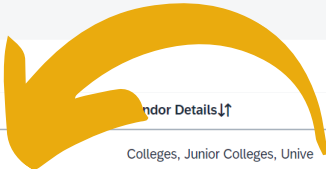
[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾ [Travel Allowance](#) ▾

[View Available Receipts](#) 

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

View: [Standard](#) ▾

<input type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓↑	Requested↑↓
<input type="checkbox"/>			KSU Credit Card	Undefined	Colleges, Junior Colleges, Unive	08/16/2023	\$37.61
							\$37.61




Click on the line for that expense.

← → **Undefined \$37.61**

Cancel **Delete Expense** **Save Expense**

08/16/2023 | Colleges, Junior Colleges, Unive | **Corporate Card**

Details **Itemizations** Hide Receipt 


**Allocate** \* Required field

Expense Type \*  
Training & Conference Registration - Travel Related X v

Transaction Date: 08/16/2023  
Additional Comments: None Selected v

Additional Information:   
Enter Vendor Name: Colleges, Junior Colleges, Unive

City of Purchase \* v  
Payment Type: KSU Credit Card

  
**Add Receipt**

On the expense details window that opens, in the Expense Type field, search for and select Training & Conference Registration – Travel Related.



← → **Undefined \$37.61**

Cancel **Delete Expense** **Save Expense**

08/16/2023 | Colleges, Junior Colleges, Unive | Corporate Card

Hide Receipt 

Details

Itemizations

 Allocate

Expense Type \*

Training & Conference Registration

Transaction Date

08/16/2023

Additional Information

Enter Vendor Name

Colleges, Junior Colleges, Unive

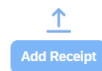
City of Purchase \*

Payment Type


KSU Credit Card

 \* Required field

Receipt



Fill in all required fields, marked with the red asterisk.

**SAP Concur** 

SAP Concur Expense

Manage Expenses Card Transactions Cash Advances

Training & Conference Registration - Travel Related

Transaction Date: 08/16/2023 Additional Comments: None Selected

Additional Information: Enter Vendor Name: Colleges, Junior Colleges, Unive

City of Purchase \* Payment Type: KSU Credit Card

Amount: 37.61 Currency: US, Dollar (USD)

Comment: 0/500

Save Expense 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.

Additionally, in the Comment box, provide the following information:

**the name of the individual(s) attending**

the name of the individual(s) attending

**the name of the individual(s) attending**

**the date(s) and place of the event**

the date(s) and place of the event

**the name of the individual(s) attending**

**the date(s) and place of the event**

**the travel request number**

the travel request number

**the name of the individual(s) attending**

**the date(s) and place of the event**

**the travel request number**

**the total number of meals provided in the registration fee**

and the total number of meals provided in the registration fee.



**1B; 3L; 2D**

These meals can be noted simply as, for example, 1B; 3L; 2D—for 1 breakfast, 3 lunches, and 2 dinners.





**"No meals included  
in registration fee"**

If no meals were provided, write "No meals included in registration fee."



 Alerts: 4 

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View: [Standard](#) ▾

<input type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓↑	Requested↑↓
<input type="checkbox"/>			KSU Credit Card	Undefined	Colleges, Junior Colleges, Unive	08/16/2023	\$37.61
							\$37.61

From there, complete the expense report as normal.