

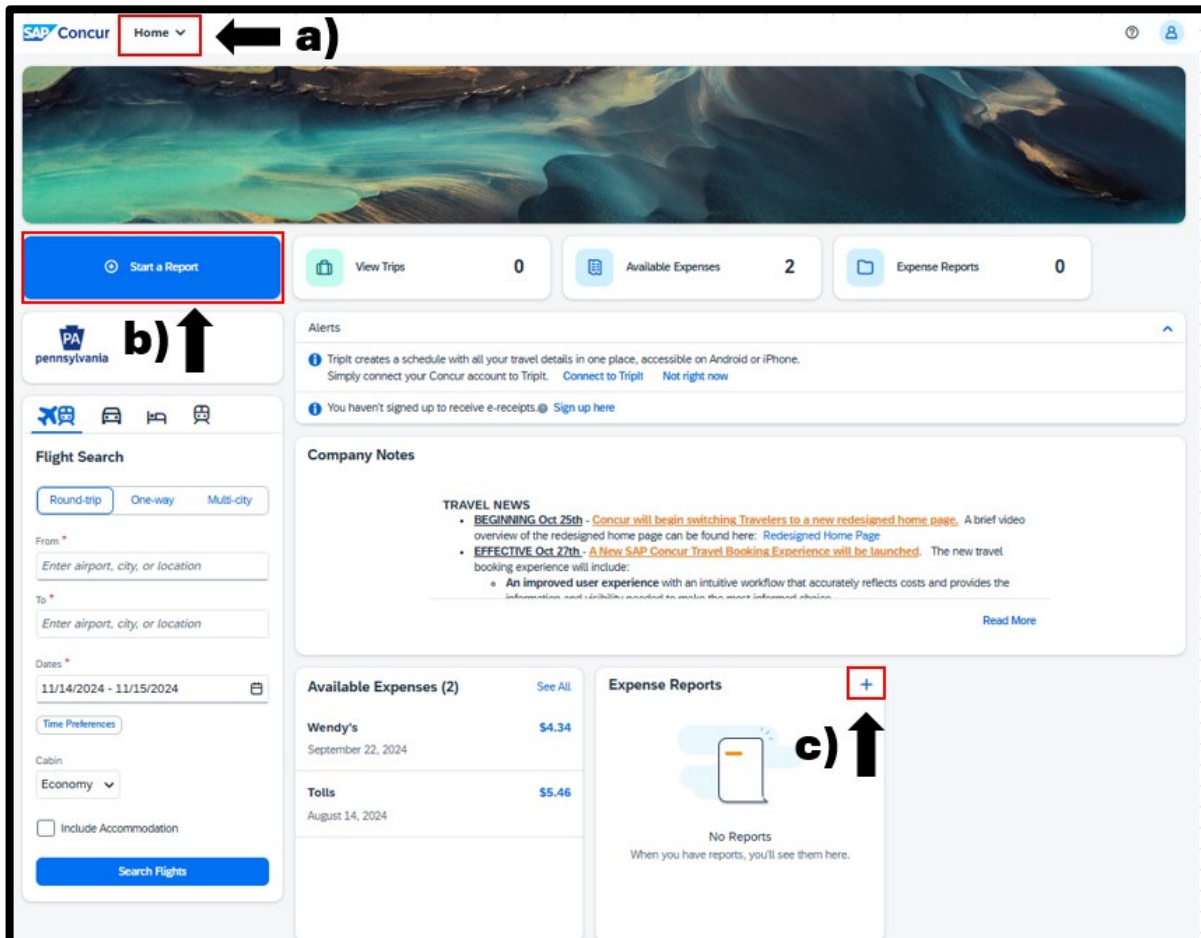
User Guide – Create a New Expense Report for a Day Trip

This guide is intended to walk an employee through the basics of how to create a new expense report in SAP Concur. The example in this guide is for a day trip with personal vehicle mileage and a parking expense.

1. Sign into SAP Concur to access your home page. [Reference: SAP Concur User Guide – Signing In]

On the home page, there are a few options available to create a new expense report. You can choose from the following:

- a) Click the **Home** dropdown in the top menu bar and select **Expense** under the **Applications** sub-menu. When the **Manage Expenses** page opens, click the **+ Create New Report** button.
- b) In the quick task bar, click **+ Start a Report**.
- c) In the **Expense Reports** section, click the **+** sign.



Complete the Report Header

1. After selecting one of the options to create a new report, the **Create New Report** header information window will be displayed. Complete the * required fields and any optional fields as needed. Some fields will be pre-populated with information from your profile and you will not be able to change them.

The screenshot shows the 'Create New Report' form with the following fields and options:

- Policy:** *COPA-US Expense Policy – BCPO
- Reason for Trip *:** (empty)
- Trip Start Date *:** MM/DD/YYYY
- Trip End Date *:** MM/DD/YYYY
- Report Date:** (empty)
- Business Area * 1:** (empty)
- Fund * 2:** (empty)
- Budget Period * 3:** (empty)
- Cost Center ?** (empty)
- Internal Order ?** (empty)
- WBS ?** (empty)
- COPA Company Code (SAP):** COPA
- Employee ID:** (empty)
- Employee Group:** (empty)
- Business Area Description:** (empty)
- HR Org Unit:** (empty)
- HR Org Unit Description:** (empty)
- Employee Subgroup:** (empty)
- Personnel Subarea:** (empty)
- Bargaining Unit:** (empty)
- Employee Expense Grouping:** (empty)
- Work Address Street:** (empty)
- Work Address City:** (empty)
- Work Address Zip:** (empty)
- HHQ Indicator:** (empty)
- Exception #:** (empty)
- Activity Type *:** None Selected
- Comment:** (empty)
- Travel Allowance:**
 - Select "Yes" if this report includes overnight travel.
 - Yes, I require Travel Allowance
 - No, I do not require Travel Allowance

Buttons: Cancel, Create Report

2. After completing the header information, select the radio button at the bottom of the page for “No, I do not require Travel Allowance”. This option is selected for day trips. Travel Allowance is only required if your report includes overnight travel expenses.

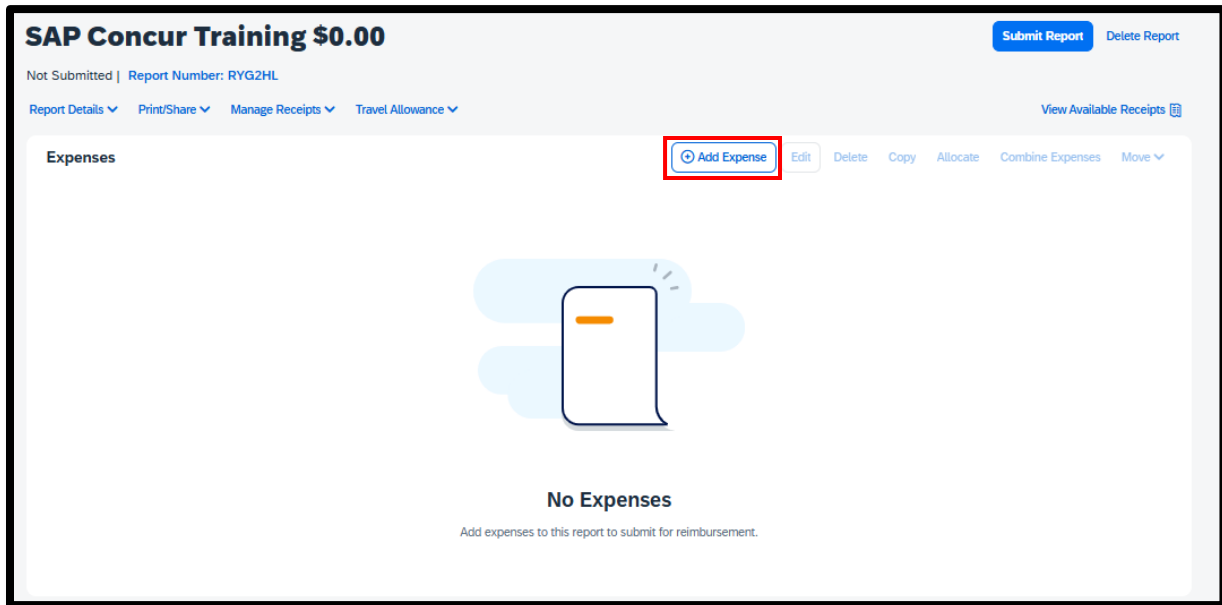
Travel Allowance
Select "Yes" if this report includes overnight travel.

Yes, I require Travel Allowance
 No, I do not require Travel Allowance

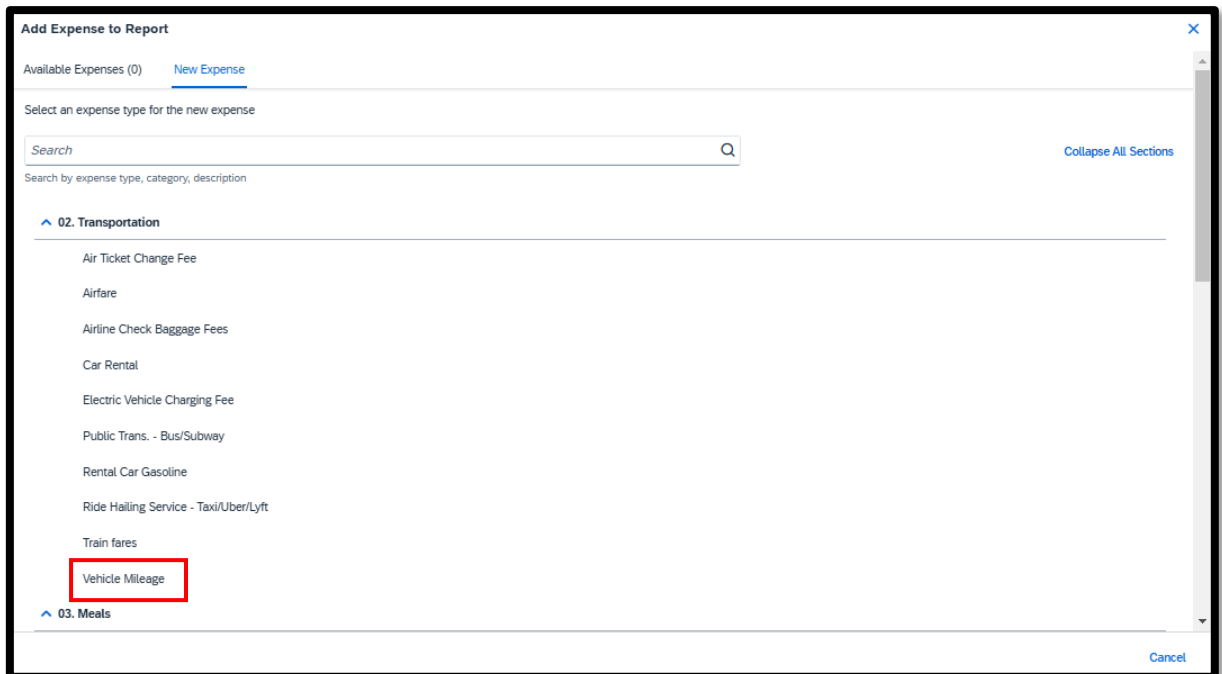
3. After the radio button is selected, click on the **Create Report** button to begin adding expenses.

Add Personal Vehicle Mileage

1. After completing the report header, the main Expense page is displayed with your Reason for Trip as the page title. Click the **+ Add Expense** button to add a new expense.



2. The **Add Expense to Report** window will be displayed with the **New Expense** tab selected. Select an expense from the list of available expense types or type the expense type name in the search field. In this example, we will be entering personal vehicle mileage. Select the **Vehicle Mileage** expense type from the dropdown list.



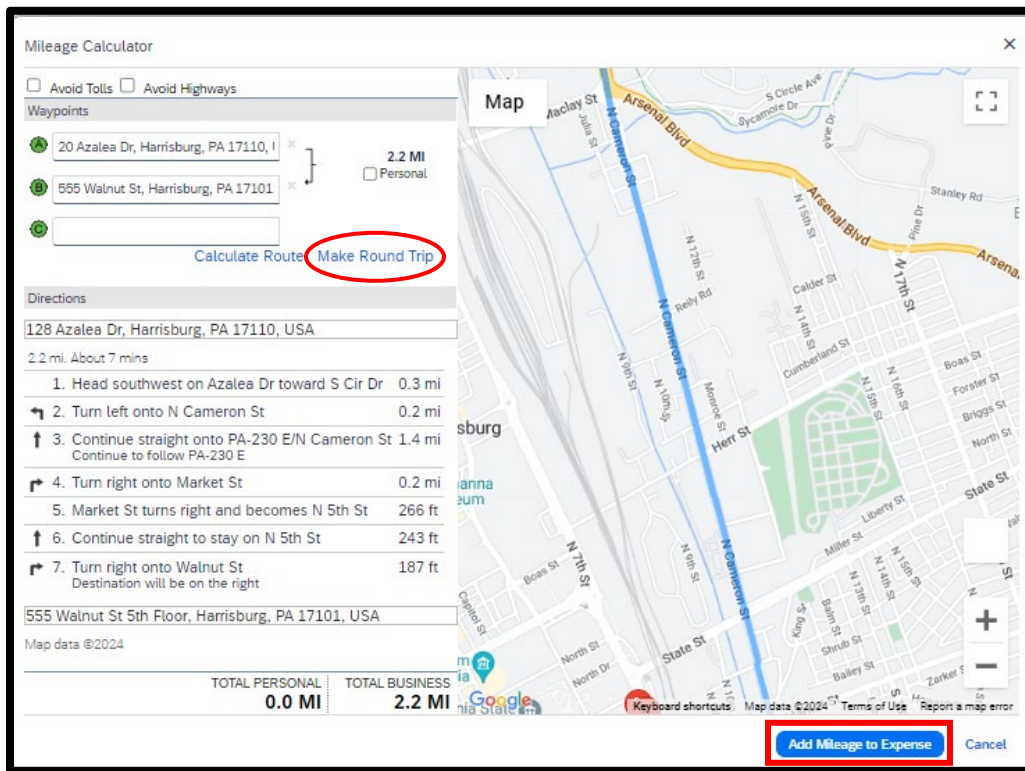
- On the **New Expense** page with the **Details** tab selected. Complete the * required fields and any optional fields as needed.

You can enter the number of business miles manually in the **Distance** field or SAP Concur can calculate the miles for you. In this example, we will use the Mileage Calculator to have SAP Concur calculate the mileage.

- On the **New Expense** page, click the **Mileage Calculator** link. The Mileage Calculator window will open to enter waypoint addresses. Enter the waypoints to match your actual route segments driven for the day.

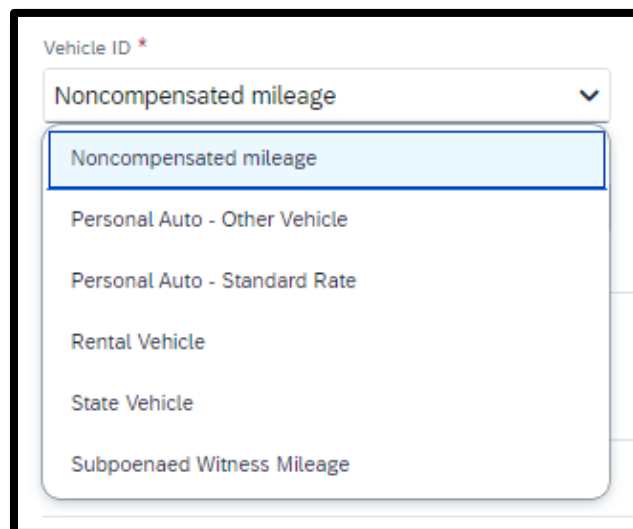
Note: Any mileage segments that are not reimbursable as business miles, such as personal commuting, should be excluded by clicking the Personal checkbox that corresponds to that segment.

Tip: After entering your departing route waypoints, you can click on the **Make Round Trip** link to quickly add the return waypoints. Only do this if your trip route had the same route for the depart and return waypoints.



When complete, click the **Add Mileage to Expense** button.

5. The Vehicle ID field defaults to Noncompensated mileage. Click the dropdown and select the appropriate Vehicle ID for the mileage entry.



Attach a Receipt Image

You can attach a document image to any expense type.

1. On the **New Expense** page, select the **Show Receipt** link to open a window in the current page that will give you the option to **Add Receipt**.

The screenshot shows the 'New Expense' form with the following details:

- Expense Type:** Vehicle Mileage
- Transaction Date:** 05/01/2024
- Purpose of the Trip:** SAP Concur Test
- From Location:** 20 Azalea Dr, Harrisburg, PA 17110, USA
- To Location:** 555 Walnut St, Harrisburg, PA 17101, USA
- Payment Type:** Paid by Employee
- Business Area:** 1
- Fund:** 2
- Budget Period:** 3
- Cost Center:**
- Internal Order:**
- WBS:**
- Vehicle ID:** Personal Auto - Standard Rate
- Distance to Date:** 0
- Distance:** 4
- Number of Passengers:** 0
- Amount:** 2.68
- Currency:** US, Dollar (USD)
- Reimbursement Rates:** View all reimbursement rates
- Comment:** 0/500

Buttons at the bottom: Save Expense, Save and Add Another, Cancel. A 'Show Receipt' link is located in the top right corner, highlighted by an arrow.

2. Click the **Add Receipt** window to attach a file. Note: Receipt images must be of an acceptable file type (.pdf, .png, .jpg, .jpeg, .tif, or .tiff) and must be less than 5 megabytes (MB) in size.

The screenshot shows the 'New Expense' form with the 'Add Receipt' window open. The window contains the following text:

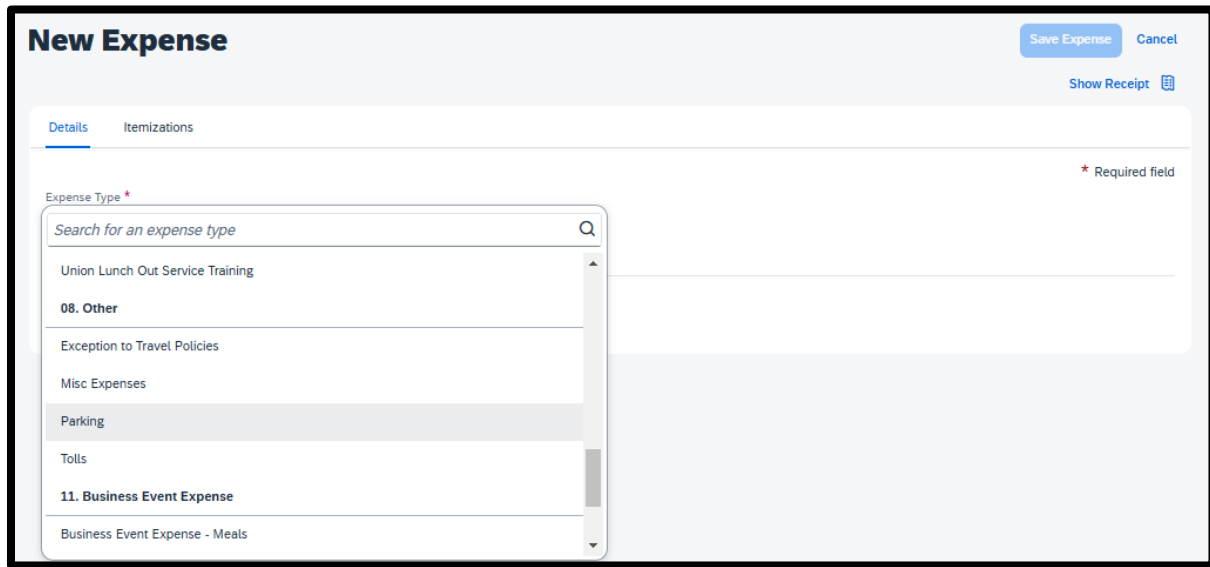
Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are: .png, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Buttons: Add Receipt

If finished entering expenses, click the **Save Expense** button. If more expenses need to be entered, click the **Save and Add Another** button. In this example, we will add another expense to the report for Parking. Select the **Save and Add Another** button.

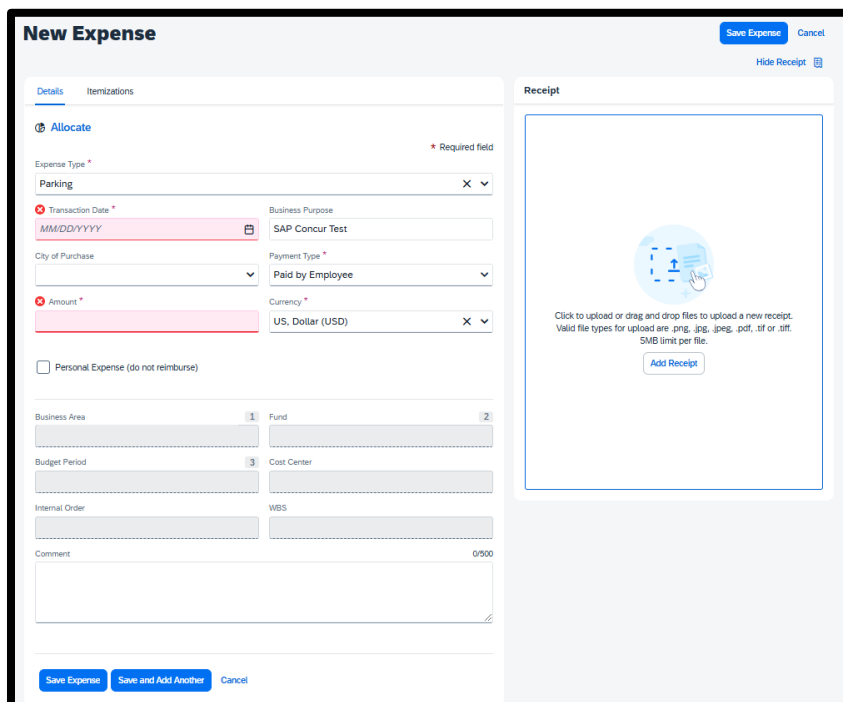
Add a Parking Expense

1. On the New Expense page, type Parking in the search field or select the drop down and navigate through the list and select the Parking expense type.



The screenshot shows the 'New Expense' form with the 'Expense Type' dropdown menu open. The search field contains 'Search for an expense type'. The dropdown list includes 'Union Lunch Out Service Training', '08. Other', 'Exception to Travel Policies', 'Misc Expenses', 'Parking' (highlighted), 'Tolls', '11. Business Event Expense', and 'Business Event Expense - Meals'. The 'Save Expense' and 'Cancel' buttons are visible at the top right, and the 'Show Receipt' button is below them.

2. Complete the required fields and any optional fields as needed.
3. Click in the Add Receipt window to attach a receipt. Note: Receipt images must be of an acceptable file type (.pdf, .png, .jpg, .jpeg, .tif, or .tiff) and must be less than 5 megabytes (MB) in size.



The screenshot shows the 'New Expense' form with the 'Receipt' window open. The 'Expense Type' is set to 'Parking'. The 'Transaction Date' is 'MM/DD/YYYY', 'Business Purpose' is 'SAP Concur Test', 'City of Purchase' is a dropdown, and 'Payment Type' is 'Paid by Employee'. The 'Amount' is a red input field, and 'Currency' is 'US, Dollar (USD)'. The 'Personal Expense (do not reimburse)' checkbox is unchecked. The 'Business Area', 'Fund', 'Budget Period', 'Cost Center', 'Internal Order', and 'WBS' fields are also visible. The 'Receipt' window shows a blue dashed box with a hand icon and the 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.' The 'Add Receipt' button is visible below the window. The 'Save Expense', 'Save and Add Another', and 'Cancel' buttons are at the bottom.

- When complete, you again have the option to click the **Save Expense** button or the **Save and Add Another** button to continue entering expenses. In this example, we are finished entering expenses. Click the **Save Expense** button.

The screenshot displays the 'New Expense' form with the following details:

- Expense Type:** Parking
- Transaction Date:** 05/01/2024
- Business Purpose:** SAP Concur Test
- Payment Type:** Paid by Employee
- Amount:** 15.00
- Currency:** US, Dollar (USD)
- Personal Expense:** (do not reimburse)
- Business Area:** 1
- Fund:** 2
- Budget Period:** 3
- Cost Center:**
- Internal Order:** WBS
- Comment:** 0500

The **Receipt** section shows a scanned image of a parking receipt from Park Herritsburg. The receipt details are as follows:

- Receipt ID:** 05/01/24/1281 05/01/24 10:20:20
- 010100 Pay parking ticket \$ 15.00**
- 05/01/24 07:48 - 05/01/24 10:20**
- Length of stay: 0 days, 00:32**
- 0299492708101128412228107071**
- Total Amount \$ 15.00**
- Credit Mastercard \$ 15.00**
- Mastercard**
- Customer No. XXXX XXXX**
- Amount \$ 15.00**
- All Taxes Included**
- Thank you**

Buttons at the bottom of the form include **Save Expense**, **Save and Add Another**, and **Cancel**. A **Hide Receipt** button is also present in the top right corner.

View, Print, Save, or Email the Expense Report

1. On the main Expense page, click the **Print/Share** dropdown arrow and select ***COPA – Detailed Report with Summary Data**.

The screenshot shows the SAP Concur interface for an expense report titled "SAP Concur Training \$17.68". At the top right, there are buttons for "Submit Report", "Copy Report", and "Delete Report". Below the title, it says "Not Submitted | Report Number: RYG2HL". There are several dropdown menus: "Report Details", "Print/Share" (highlighted with a red box), "Manage Receipts", and "Travel Allowance". A "View Available Receipts" link is also present. Below these are "Expenses" with an "Add Expense" button and other actions like "Edit", "Delete", "Copy", "Allocate", "Combine Expenses", and "Move". A table lists two expenses: "Paid by Employee" for "Parking" on 05/01/2024 for \$15.00, and "Paid by Employee" for "Vehicle Mileage" on 05/01/2024 for \$2.68, with a total of \$17.68.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>	Paid by Employee	Parking		05/01/2024	\$15.00	...
<input type="checkbox"/>	Paid by Employee	Vehicle Mileage		05/01/2024	\$2.68	...
					\$17.68	

2. Click on the appropriate button to Print, Save as PDF, or Email the report.

The screenshot shows a dialog box titled "*COPA - Detailed Report with Summary Data". It has a close button (X) in the top right. There are two checkboxes: "Show Expenses" (checked) and "Show Itemizations" (unchecked). The main content area displays the following information:

Expense Report
Report Name : SAP Concur Training
Report Key : 690788
Report Date : 11/14/2024
Report Start Date : 11/01/2024
*Report End Date : 11/08/2024

Employee Name :
Employee ID :
*Business Area Description :
*HR Org Unit :
*HR Org Unit Description :
*Employee Subgroup :
*Personnel Subarea :
*Employee Expense Grouping :

At the bottom right, there are four buttons: "Close", "Print", "Save as PDF", and "Email".

Submit the Expense Report

1. When finished entering expenses and attaching receipt images, click the **Submit Report** button to send to the designated travel approver.

The screenshot shows the SAP Concur interface for a report titled "SAP Concur Training \$17.68". The report status is "Not Submitted" with a report number of "RYG2HL". There are buttons for "Submit Report", "Copy Report", and "Delete Report". Below the title, there are navigation options: "Report Details", "Print/Share", "Manage Receipts", and "Travel Allowance". A "View Available Receipts" link is also present. The main section is titled "Expenses" and includes an "Add Expense" button and a menu with "Edit", "Delete", "Copy", "Allocate", "Combine Expenses", and "Move". A table lists the expenses:

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>		Paid by Employee	Parking		05/01/2024	\$15.00	...
<input type="checkbox"/>		Paid by Employee	Vehicle Mileage		05/01/2024	\$2.68	...
						\$17.68	

Note: SAP Concur has been configured to meet commonwealth travel policy requirements. Alerts may appear that need to be resolved to submit the report. Red Alerts must be cleared to submit the report. Yellow Alerts are informational and will not prevent submission of the report. When the Alerts are resolved, a window will appear indicating you were successful.

2. The report now displays a green bar indicating the report has been Submitted. The report is finished!

The screenshot shows the "Manage Expenses" page in SAP Concur. The page title is "Manage Expenses" and the breadcrumb is "Home / Expense / Manage Expenses". Below the title, there is a "Report Library" section with a "View: Active Reports" dropdown menu. A report card is displayed for "SAP Concur Training" dated "11/14/2024" with a total amount of "\$17.68". The report status is "Submitted" (indicated by a green bar) and it is "Submitted & Pending Approval" by "Approver1 Test Approver".