

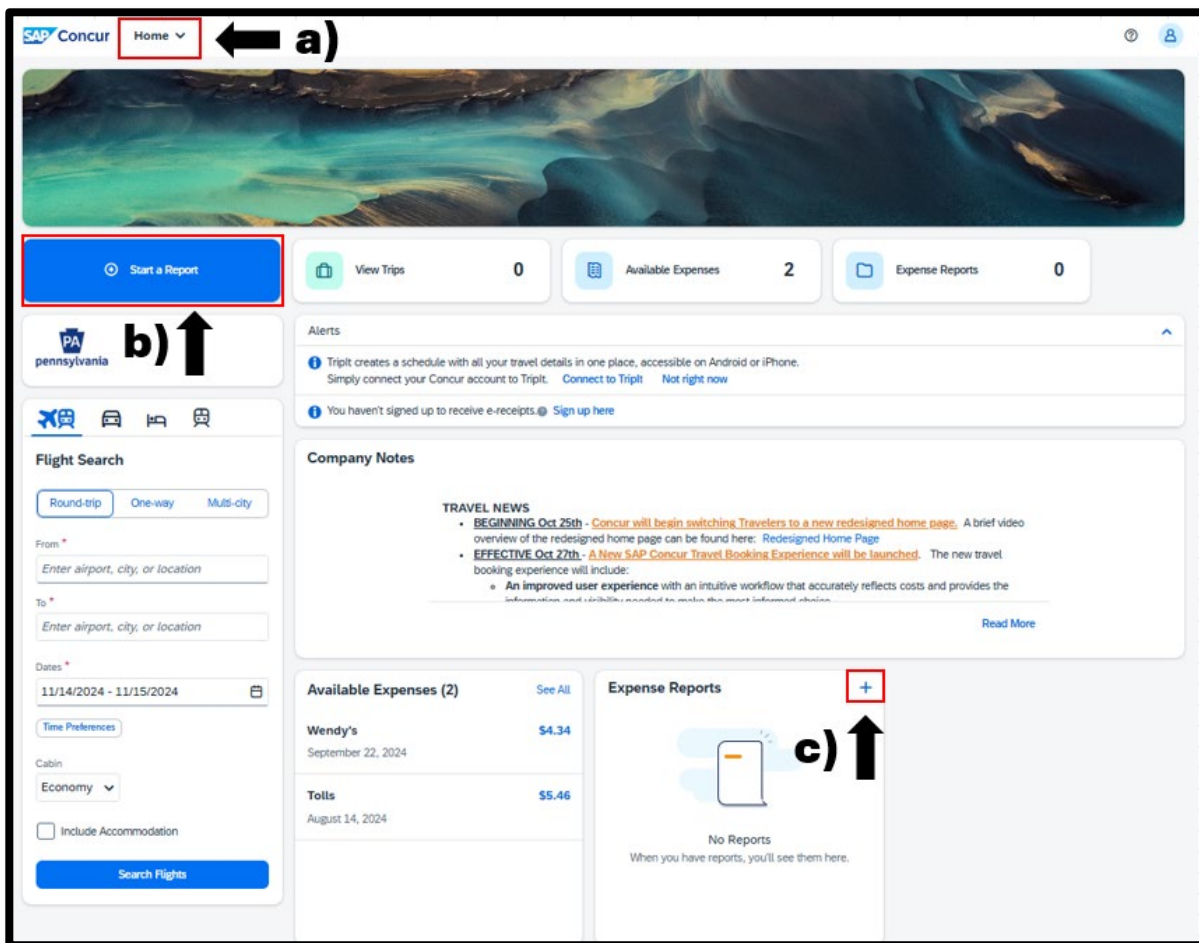
## User Guide – Create a New Expense Report for an Overnight Trip

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 an overnight trip with state vehicle mileage, hotel, tolls, and overnight subsistence.

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.

**Create New Report**

\* Required field

Policy: \*COPA-US Expense Policy – BCPO

Reason for Trip \*

Trip Start Date \*: MM/DD/YYYY

Trip End Date \*: MM/DD/YYYY

Report Date

Business Area \* 1 Fund \* 2 Budget Period \* 3 Cost Center ?

Internal Order ? WBS ?

COPA Company Code (SAP): COPA

Employee ID

Employee Group

Business Area Description

HR Org Unit

HR Org Unit Description

Employee Subgroup

Personnel Subarea

Bargaining Unit

Employee Expense Grouping

Work Address Street

Work Address City

Work Address Zip

HHQ Indicator

Exception #

Activity Type \*: None Selected

Comment 0/500

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

Yes, I require Travel Allowance

No, I do not require Travel Allowance

Cancel Create Report

2. After completing the header information, select the radio button at the bottom of the page for “Yes, I require Travel Allowance”. Travel Allowance is 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 **Next** button to begin creating an itinerary.

# Create an Itinerary

In this example, we will complete an expense report for an overnight trip from Philadelphia to Harrisburg and return.

1. On the **Travel Allowances for Report** page, complete the required **New Itinerary Stop** fields. You must enter the city of your hotel in the Arrival City field in order to properly determine the maximum travel allowances for lodging and subsistence.

Travel Allowances For Report: SAP Concur Training

Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

**Itinerary Info**

Itinerary Name: SAP Concur Training

Buttons: Add Stop, Delete Rows, Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

**New Itinerary Stop**

Departure City: Harrisburg, Pennsylvania

Date: 03/10/2024 | Time: 10:00 AM

Arrival City: Arlington, Virginia

Date: 03/10/2024 | Time: 1:00 PM

2. Click the **Save** button to add the segment to the table on the Itinerary Info page.
3. Complete the required **New Itinerary Stop** fields for the return trip and click the **Save** button.

Travel Allowances For Report: SAP Concur Training

Edit Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

**Itinerary Info**

Itinerary Name: SAP Concur Training

Buttons: Add Stop, Delete Rows, Import Itinerary

Departure City	Arrival City	Arrival Rate Location
Harrisburg, Pennsylvania 03/10/2024 10:00 AM	Arlington, Virginia 03/10/2024 01:00 PM	ARLINGTON COUNTY, US-VA, US

**New Itinerary Stop**

Departure City: Arlington, Virginia

Date: 03/15/2024 | Time: 10:00 AM

Arrival City: Harrisburg, Pennsylvania

Date: 03/15/2024 | Time: 1:00 PM

4. When the trip destinations are complete, review the itinerary for accuracy and click the **Next** button if no updates are necessary.

Travel Allowances For Report: SAP Concur Training

Edit Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

**Itinerary Info**

Itinerary Name: SAP Concur Training

Buttons: Add Stop, Delete Rows, Import Itinerary

Departure City	Arrival City	Arrival Rate Location
Harrisburg, Pennsylvania 03/10/2024 10:00 AM	Arlington, Virginia 03/10/2024 01:00 PM	ARLINGTON COUNTY, US-VA, US
Arlington, Virginia 03/15/2024 10:00 AM	Harrisburg, Pennsylvania 03/15/2024 01:00 PM	DAUPHIN COUNTY, US-PA, US

- The Expenses & Adjustments tab will open to allow you to report if any meals were provided to you during the trip (i.e. lunch provided at a conference). Meals that were provided and consumed must be reported by checking the boxes that apply. In this example, no meals were provided.

Travel Allowances For Report: SAP Concur Training

[Create New Itinerary](#)
[Available Itineraries](#)
[Expenses & Adjustments](#)
[Reimbursable Allowances Summary](#)

Show dates from  to  [Go](#)

Date/Location†	Breakfast Provided	Lunch Provided	Dinner Provided
03/10/2024 Arlington, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/11/2024 Arlington, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/12/2024 Arlington, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/13/2024 Arlington, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/14/2024 Arlington, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/15/2024 Arlington, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

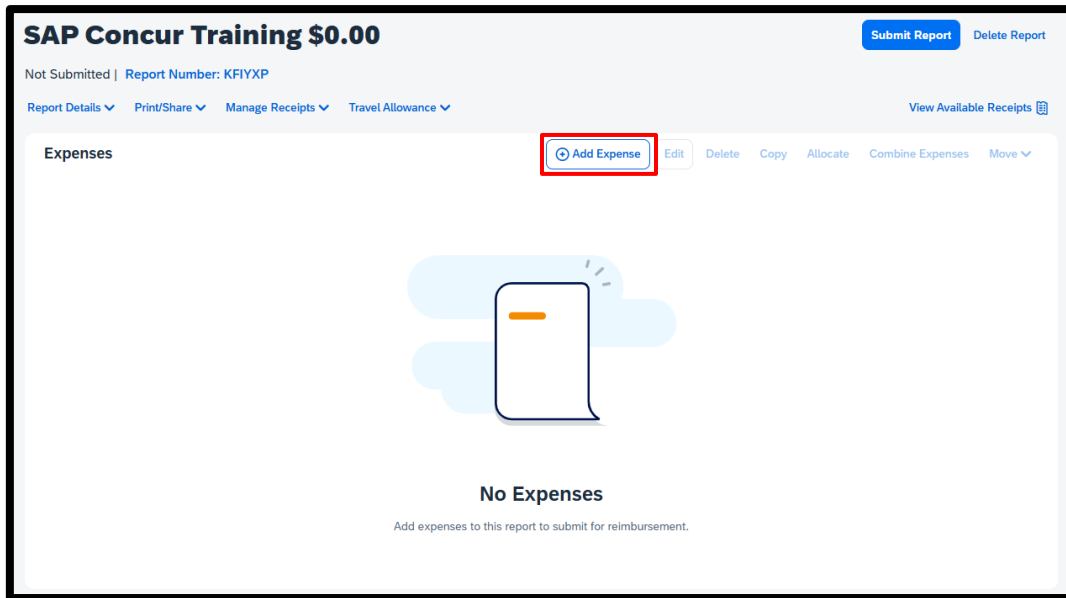
- Click the **Create Expenses** button to start creating expenses.

### ADDITIONAL ITINERARY INFORMATION

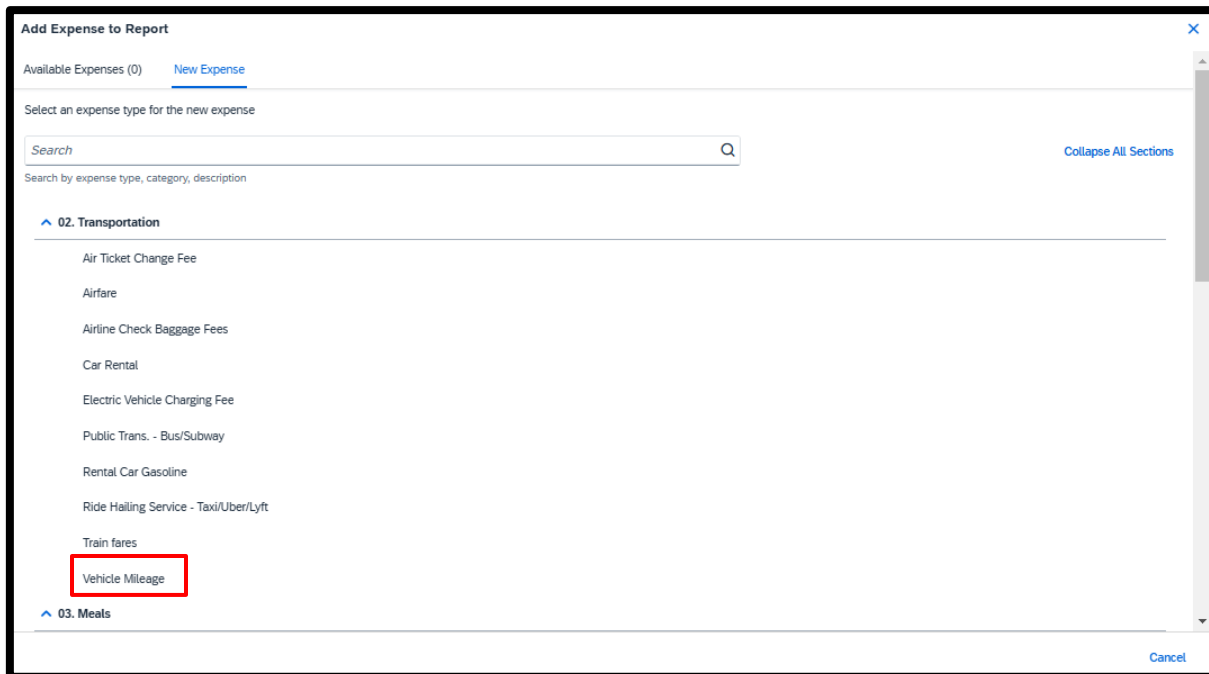
- An itinerary must have at least two lines; one for the departure date of your trip and the second for the return date. If your business trip included hotel stays in multiple locations, more than two lines should be added to the itinerary.
- Record the city in which the hotel is located which may be different than the location of your business.
- Do not add additional stops to your itinerary unless you are staying overnight in a different location.
  - You travel from Philadelphia to Harrisburg. From Harrisburg, you travel to Reading but return to a hotel in Harrisburg. You do not need to record Reading as a stop in your itinerary.
  - You travel from Philadelphia to Harrisburg. From Harrisburg, you travel to Reading and stay overnight in Reading. You do need to record Reading as a stop in your itinerary.
- Do not create an itinerary for day travel. If your report includes day and overnight travel, only create an itinerary for the days you were in overnight travel status.

## Add State Vehicle Mileage

1. After completing the report header and itinerary, 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** 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 state vehicle mileage. Select the **Vehicle Mileage** expense type from the dropdown list.



3. On the **New Expense** page with the **Details** tab selected. Complete the \* required fields and any optional fields as needed. In this example, State Vehicle was selected from the **Vehicle ID** dropdown list.
4. You can enter the number of business miles manually in the **Distance** field or SAP Concur can calculate the miles for you by using the **Mileage Calculator** link. In this example, we will enter the business mileage manually.

The screenshot displays the 'New Expense' form in SAP Concur. The 'Details' tab is active. The form includes the following fields and values:

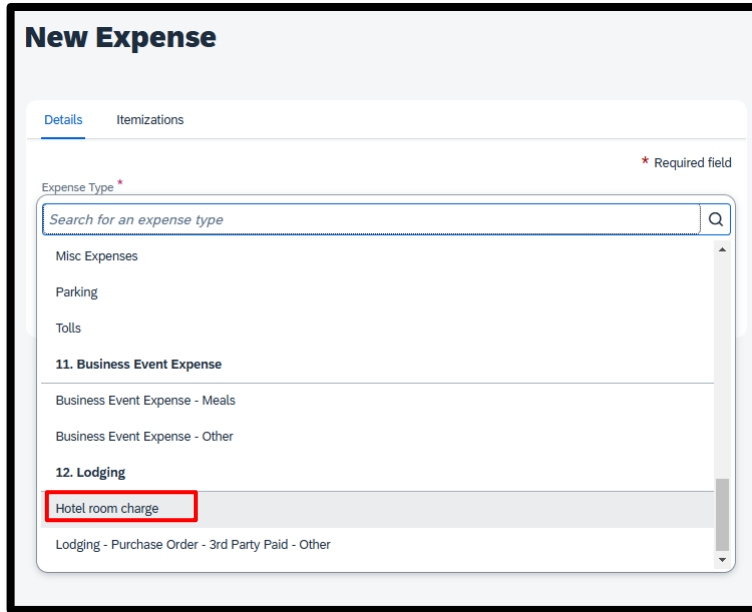
- Expense Type \***: Vehicle Mileage
- Transaction Date \***: 03/10/2024
- Purpose of the Trip \***: SAP Concur Training
- From Location \***: Harrisburg, PA
- To Location \***: Arlington, VA
- Payment Type**: Paid by Employee
- Business Area**: 1
- Fund**: 2
- Budget Period**: 3
- Cost Center**: (empty)
- Internal Order**: (empty)
- WBS**: (empty)
- Vehicle ID \***: State Vehicle (highlighted with a red box)
- Distance to Date**: 0
- Distance \***: 120
- Number of Passengers \***: 0
- Amount \***: 0.00
- Currency**: US, Dollar (USD)
- Reimbursement Rates**: USD 0 per mile
- Comment**: (empty text area)

Buttons at the bottom include 'Save Expense', 'Save and Add Another', and 'Cancel'. A 'Show Receipt' link is also present in the top right corner.

5. When complete, select the **Save and Add Another** button.

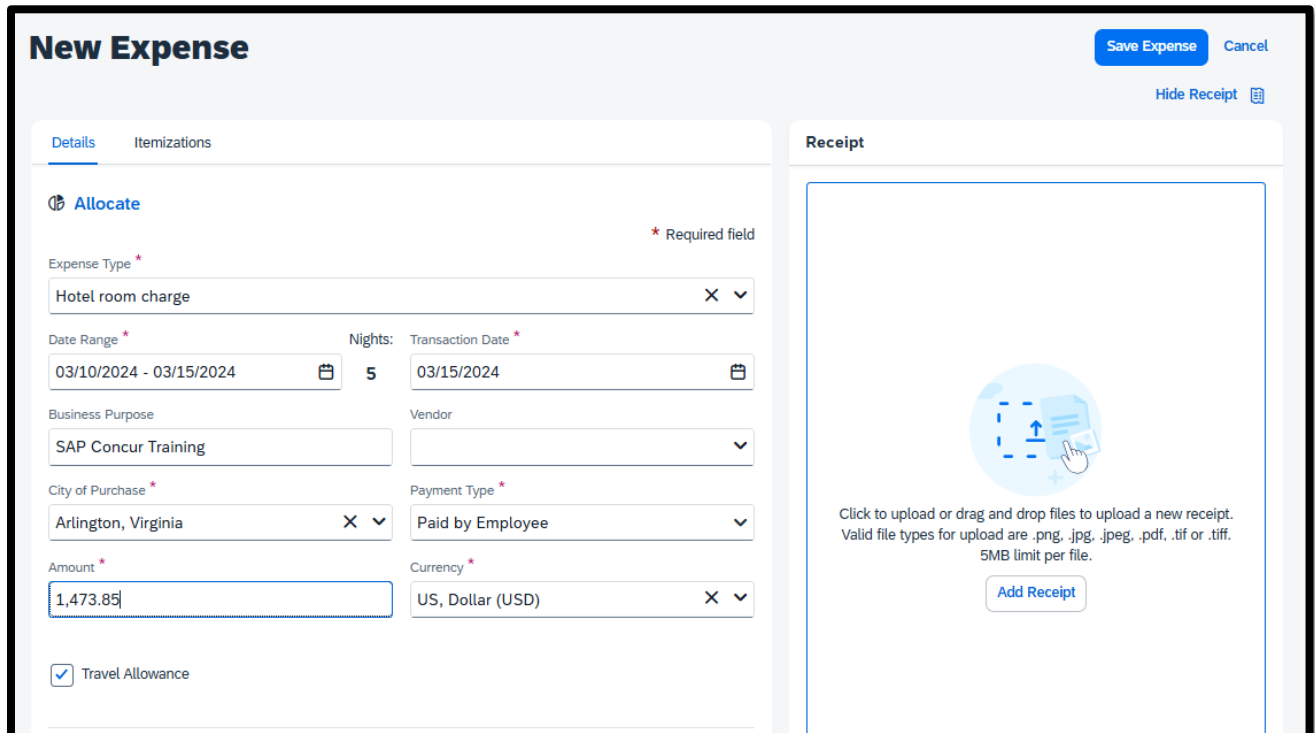
## Add a Hotel Expense

1. On the **New Expense** page, type Hotel in the search field or select the drop down and navigate through the list and select the **Hotel room charge** expense type from the list.



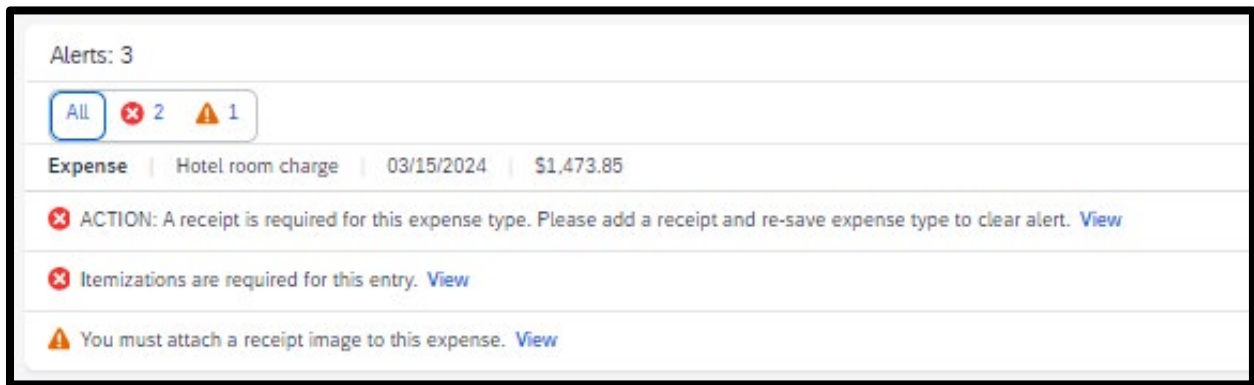
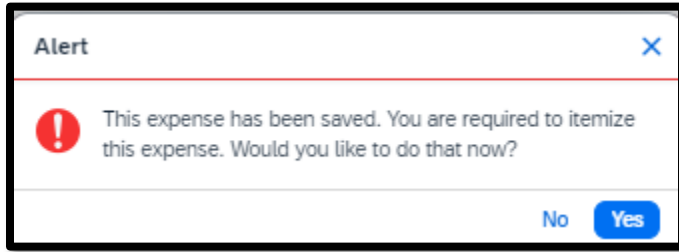
The screenshot shows the 'New Expense' page with the 'Details' tab selected. The 'Expense Type' field is highlighted with a red box, and the dropdown menu is open, showing a list of expense types. 'Hotel room charge' is selected and highlighted. The list includes 'Misc Expenses', 'Parking', 'Tolls', '11. Business Event Expense', 'Business Event Expense - Meals', 'Business Event Expense - Other', '12. Lodging', 'Hotel room charge', and 'Lodging - Purchase Order - 3rd Party Paid - Other'. A search bar at the top of the dropdown says 'Search for an expense type'. A red asterisk indicates a required field.

2. Complete the \* required fields and any optional fields as needed. For the payment type field, select Paid by Employee from the dropdown list for the employee to be reimbursed. Select the payment type Paid by COPA from the dropdown list if the employee should not be reimbursed.



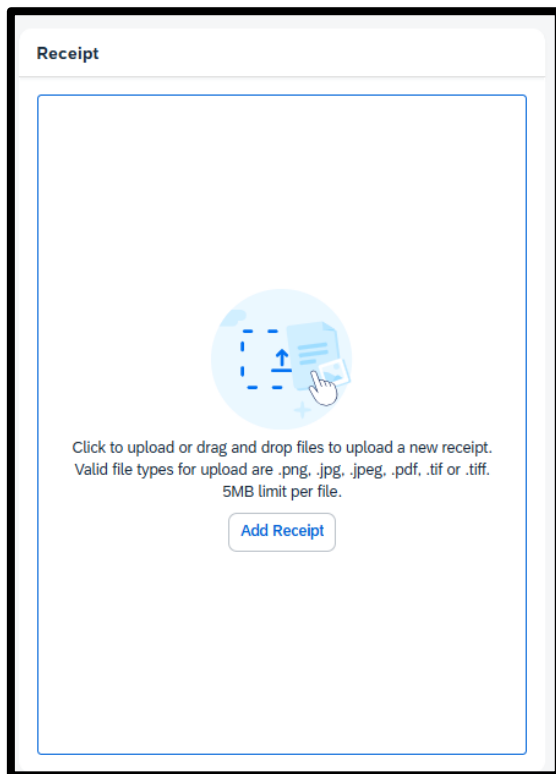
The screenshot shows the 'New Expense' page with the 'Details' tab selected. The 'Expense Type' field is set to 'Hotel room charge'. The 'Date Range' is '03/10/2024 - 03/15/2024', 'Nights' is '5', and 'Transaction Date' is '03/15/2024'. The 'Business Purpose' is 'SAP Concur Training', 'Vendor' is empty, 'City of Purchase' is 'Arlington, Virginia', and 'Payment Type' is 'Paid by Employee'. The 'Amount' is '1,473.85' and 'Currency' is 'US, Dollar (USD)'. The 'Travel Allowance' checkbox is checked. The 'Receipt' tab is also visible on the right side of the page, showing a placeholder for a receipt upload with 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.' and an 'Add Receipt' button.

3. SAP Concur requires the hotel room charges to be itemized and requires a receipt be attached. If an attempt is made to save at this time, an alert window will appear and advise what actions are required to resolve.



### Attach a Receipt Image to the Hotel Expense

1. On the **New Expense** page, click the Add Receipt button to attach a receipt or you may drag and drop the receipt to add it. 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.





## Itemize the Hotel Expense

1. After the image is attached, select the **Itemizations** tab.

**Hotel room charge \$1,473.85**

03/15/2024

Save Expense Delete Expense Cancel

Hide Receipt

Details **Itemizations**

Allocate

\* Required field

Expense Type \*  
Hotel room charge

Date Range \* 03/10/2024 - 03/15/2024 Nights: 5 Transaction Date \* 03/15/2024

Business Purpose: SAP Concur Training Vendor:

City of Purchase \* Arlington, Virginia Payment Type \* Paid by Employee

Amount \* 1,473.85 Currency \* US, Dollar (USD)

Travel Allowance

**Receipt**

**COURTYARD**  
BY AIRHOTEL

Court Yard by Marriott | Arlington-Creston City | Reagan National Airport  
2000 International Way, Arlington, VA 22202 P: 703.545.3034  
Marriott.com/MARSCY

Room: 701 Room Type: 0800 Number of Guests: 1 Rate: \$258.00 Clerk: LGE

DATE	DESCRIPTION	CHARGES	CREDITS
10Mar24	Room Charge	258.00	
10Mar24	Occupancy Taxes Tax	15.45	
10Mar24	County Tax	21.25	
11Mar24	Room Charge	258.00	
11Mar24	Occupancy Taxes Tax	15.45	
11Mar24	County Tax	21.25	
12Mar24	Room Charge	258.00	
12Mar24	Occupancy Taxes Tax	15.45	
12Mar24	County Tax	21.25	
13Mar24	Room Charge	258.00	
13Mar24	Occupancy Taxes Tax	15.45	
13Mar24	County Tax	21.25	
14Mar24	Room Charge	258.00	
14Mar24	Occupancy Taxes Tax	15.45	
14Mar24	County Tax	21.25	
15Mar24	Room Charge	258.00	
15Mar24	Occupancy Taxes Tax	15.45	
15Mar24	County Tax	21.25	
			1473.85

Card Type: MASTERCARD Card No: \*\*\*\* \* \*\*\*\* \* \*\*\*\* \* \*\*\*\* \* App. ver: 580270304000 App: 0000000000000000

**BALANCE: 0.00**

As a Marriott Bonvoy Member, you could have earned points towards your free dream vacation today. Start earning points and Elite status, plus enjoy exclusive member offers. Email today at the front desk.

See our "Privacy & Cookie Statement" on Marriott.com.

2. If the room rate and taxes were the same every night, select **Same daily amount** in the **Recurrence** field. If the room rate was not the same every night, select **Different daily amount** in the **Recurrence** field.

**Hotel room charge \$1,473.85**

03/15/2024

Details **Itemizations**

Amount	Itemized	Remaining
\$1,473.85	\$0.00	\$1,473.85

**New Itemization**

\* Required field

Expense Type \*  
Hotel room charge

Recurrence \* ?  
Same daily amount

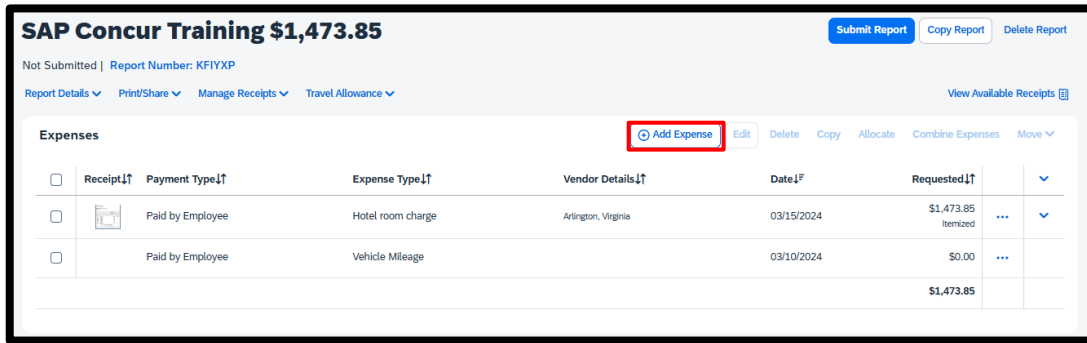
Not recurring  
Same daily amount  
Different daily amount

03/11/2024				
03/12/2024				
03/13/2024				

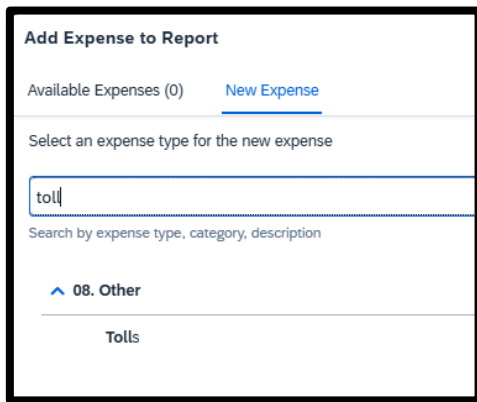


# Add a Turnpike Toll

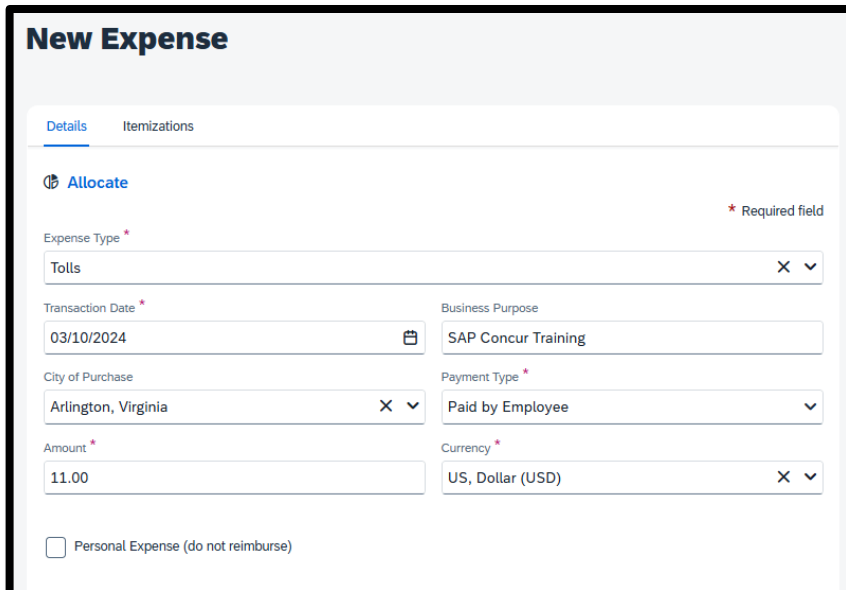
1. On the main Expense page, select the **+ Add Expense** button.



2. The **Add Expense** page 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 turnpike tolls. Select the **Tolls** expense type from the dropdown list.



3. Complete the \* required fields and any optional fields as needed. Click the **Add Receipt** button to attach a receipt or you may drag and drop the receipt to add it.



- When finished with this expense and you are ready to add another expense, select the **Save and Add Another** button.

The screenshot shows the 'New Expense' form with the 'Details' tab selected. The form includes fields for Expense Type (Tolls), Transaction Date (03/10/2024), Business Purpose (SAP Concur Training), City of Purchase (Arlington, Virginia), Payment Type (Paid by Employee), Amount (11.00), and Currency (US, Dollar (USD)). There are also fields for Business Area, Fund, Budget Period, Internal Order, and WBS. A 'Personal Expense (do not reimburse)' checkbox is present. At the bottom, there are buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'. On the right, a 'Receipt' preview shows a mobile app interface for an EZPass toll transaction, including details like 'AWAY AGENCY TOLL \$11.00', posting date/time, and entry/exit details. A 'Toll.jpg' image is shown at the bottom of the receipt preview with a 'Remove' button.

## Add Overnight Subsistence

- The **New Expense** page will be displayed with the **Details** 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 overnight subsistence. Select the Overnight Subsistence expense type from the dropdown list.

The screenshot shows the 'New Expense' form with the 'Details' tab selected. The 'Expense Type' field is open, showing a search bar with the placeholder text 'Search for an expense type'. Below the search bar, a list of expense types is displayed, with 'Overnight Subsistence' highlighted. Other visible expense types include 'Nonpaid Board Member - Lunch', 'Overtime Meal', 'Reimbursement Patient Meals', 'Union Contracted Lunch', 'Union Lunch > 50mls/multi day/no hotel', and 'Union Lunch Out Service Training'.

2. Complete the \* required fields and any optional fields as needed. Click the **Add Receipt** button to attach a receipt or you may drag and drop the receipt to add it.

**New Expense** Save Expense Cancel

Hide Receipt

Details Itemizations

**Allocate** \* Required field

Expense Type \*  
Overnight Subsistence

Transaction Date \*  
MM/DD/YYYY

Business Purpose  
SAP Concur Training

City of Purchase  
Arlington, Virginia

Payment Type \*  
Paid by Employee

Amount \*  
US, Dollar (USD)

Travel Allowance  Personal Expense (do not reimburse)

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.

**Add Receipt**

3. When finished, select the **Save Expense** button.

**New Expense** Save Expense Cancel

Hide Receipt

Details Itemizations

**Allocate** \* Required field

Expense Type \*  
Overnight Subsistence

Transaction Date \*  
03/13/2024

Business Purpose  
SAP Concur Training

City of Purchase  
Arlington, Virginia

Payment Type \*  
Paid by Employee

Amount \*  
15.95

Currency \*  
US, Dollar (USD)

Travel Allowance  Personal Expense (do not reimburse)

Business Area 1 Fund 2

Budget Period 3 Cost Center

Internal Order WBS

Comment 0/500

**Save Expense** **Save and Add Another** Cancel

Receipt

1 / 1 | - + ↺

COURTYARD BY MARriott  
Crystal City  
2855 Jefferson Davis Highway  
Arlington, VA 22202  
(703)549-3434  
0 1 3 1 R 0 eat drink connect  
99990000 MOBILE

CHK #129 BST 1  
03 Mar 24 7:51 PM

MOBILE ORDER  
1 HOT SHOTS 14.50  
No alcoholic beverages. Add side of no.  
No. Bacon will come.  
TAXES

SERVEAL 114.50  
TAX 11.45  
7:51 PM  
TOTAL DUE \$15.95

CASHIER: \_\_\_\_\_  
TOTAL: \_\_\_\_\_  
BOOK NUMBER: \_\_\_\_\_  
PREP LAST NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
Thank you for joining us

Meal Demo.pdf  
**Remove**

## 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**.

**SAP Concur Training \$1,500.80** Submit Report Copy Report Delete Report

Not Submitted | Report Number: KFIYXP

Report Details | **Print/Share** | Manage Receipts | Travel Allowance | View Available Receipts

Expenses **\*COPA - Detailed Report with Summary Data** Add Expense Edit Delete Copy Allocate Combine Expenses Move

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>	Paid by Employee	Hotel room charge	Arlington, Virginia	03/15/2024	\$1,473.85 Itemized	...
<input type="checkbox"/>	Paid by Employee	Overnight Subsistence	Arlington, Virginia	03/13/2024	\$15.95	...
<input type="checkbox"/>	Paid by Employee	Tolls	Arlington, Virginia	03/10/2024	\$11.00	...
<input type="checkbox"/>	Paid by Employee	Vehicle Mileage		03/10/2024	\$0.00	...
					<b>\$1,500.80</b>	

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

**\*COPA - Detailed Report with Summary Data** ×

Show Expenses  Show Itemizations

**Expense Report**  
Report Name : SAP Concur Training  
Report Key : 691120  
Report Date : 11/14/2024  
Report Start Date : 03/10/2024  
\*Report End Date : 03/15/2024

---

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

Close Print Save as PDF 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 an expense report titled "SAP Concur Training \$1,500.80". The report status is "Not Submitted" with a report number of "KF1YXP". A red box highlights the "Submit Report" button in the top right corner. Below the header, there are navigation options like "Report Details", "Print/Share", "Manage Receipts", and "Travel Allowance". The main section is titled "Expenses" and contains a table with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table lists four expense items: Hotel room charge (\$1,473.85), Overnight Subsistence (\$15.95), Tolls (\$11.00), and Vehicle Mileage (\$0.00). The total amount is \$1,500.80.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	Paid by Employee	Hotel room charge	Arlington, Virginia	03/15/2024	\$1,473.85 Itemized
	Paid by Employee	Overnight Subsistence	Arlington, Virginia	03/13/2024	\$15.95
	Paid by Employee	Tolls	Arlington, Virginia	03/10/2024	\$11.00
	Paid by Employee	Vehicle Mileage		03/10/2024	\$0.00
					<b>\$1,500.80</b>

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 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. A report card is displayed for "SAP Concur Training" dated "11/15/2024" with a total amount of "\$1,500.80". The card shows "Due Employee: \$1,500.80" and a green "Submitted" status bar. Below the card, it says "Submitted & Pending Approval" and "Approver1 Test Approver".