

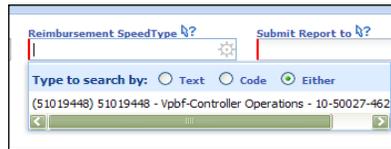
Step-by-Step Guide

Procurement Card & Travel Reconciliation Expense Reports: Step 2a – Overview of Adding Expenses

Knowing the Signs

The Concur Travel & Expense System uses symbols to give hints when completing each expense:

- Required field:** A red line on the left side of a field's border notes when a field is required to be completed. Blank required fields will not allow an expense report to be submitted (shown by a warning exception, see below).
 
- Searches:** A cog-wheel image on the right side of a field designates the need to use a search to enter data. Click in the field for a search box to appear. The asterisk (*) is a wildcard that can substitute for part of the entry. (For example, entering *controller to search for a SpeedType will return every SpeedType with "controller" somewhere in its description.) *When a search box is present, it must be used to fill in the field's data.*



- Exceptions:**
 -  A **warning exception** appears to alert when something must be corrected before an expense report can be submitted. In some cases, even after you have made the correction, the warning exception will not go away until you have submitted the report.
 -  A **caution exception** appears to highlight something about an expense report, but does not prevent the expense report from submission.
- Tooltips:** A tooltip provides additional information about the field. Hold your mouse over the tooltip – included in the field name – for the information to briefly appear.
 

Knowing the Standard Fields

Most expenses have the same standard fields:

- **Expense Type** – select the choice that best defines the expense; determines which fields will appear for completion.
- **Transaction Date** – use the calendar to note the date of purchase
- **Enter Vendor Name** – free-form field to allow for the best description possible
- **Business Purpose** – the reason the purchase occurred; use the **Comment** field if more space is needed

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- **Amount** – for expenses in foreign currency, change the dropdown to the appropriate currency abbreviation
- **If Required, Is Receipt Included?** – if the receipt requirements are being met, select *Yes*; otherwise, select *No* and explain why in the **Comment** field
Note: Only select *No* if a receipt is required and it will not be attached to the expense report before submission. Select *Yes* if a receipt is *not* required, even if you do not have that receipt.

Depending on the Expense Type selected, additional fields might also be present.

When importing Procurement Card and Travel Card transactions into the expense report, many of the standard fields outlined above – such as Expense Type, transaction date, vendor name, and amount – will pre-populate with information.

*Now that you have reviewed standard fields for an expense, you are ready to continue with **Step 2 – Adding Expenses**.*

For Procurement Card Expense Reports

Refer to the Step-by-Step Guide [Step 2b – Adding Procurement Card Expenses](#)

For Travel Reconciliation Expense Reports

There are several Step-by-Step Guides available on the [Concur Travel Reconciliation Learning Resources web page](#):

- *Adding Travel Card Expenses*
- *Adding Out-of-Pocket Expenses*
- *Adding Lodging Expenses*
- *Adding Mileage Expenses*
- *Adding Per Diem (Fixed Meal) Expenses*
- *Reconciling Cash Advances*