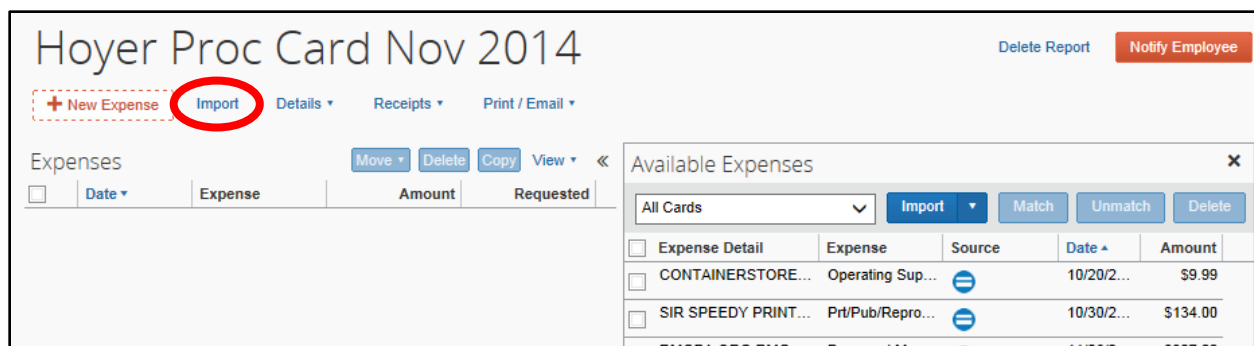


Step-by-Step Guide

Procurement Card Expense Report: Step 2b – Adding Procurement Card Expenses

Procurement Card expenses will appear in the Concur Travel & Expense System – within the Available Company Card Charges section of your home page – for inclusion in your expense report.

The first step was to create your expense report by [completing the Report Header](#). Now it is time to add expenses to your expense report...and to add information to those expenses.

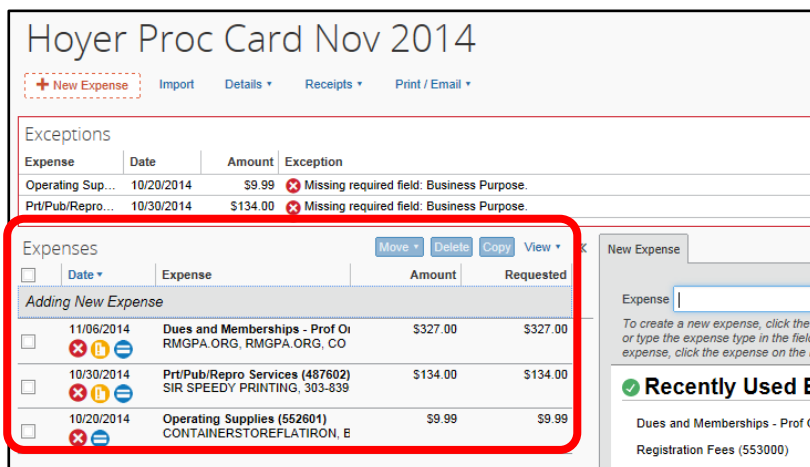


You may need to click the **Import** link along the top of your expense report to display your card expenses on the right side of your screen.

If you have a Travel Card in addition to a Procurement Card, use the **All Cards** dropdown to display only your Procurement Card expenses.

Check the box next to the expense(s) you would like to add to this expense report. Use the uppermost checkbox to select all expenses at once. Then, use the **Import** menu to select *To Current Report*.

The expense(s) are now assigned to the expense report and appear on the left side of the screen.



Select an expense to add, or edit, the information associated with it.

Step-by-Step Guide

Procurement Card Expense Report: Step 2b – Adding Procurement Card Expenses

The right side of the screen changes to display the information associated with the selected expense.

Hoyer Proc Card Nov 2014

Delete Report Notify Employee

+ New Expense Import Details Receipts Print / Email Hide Exceptions

Expense	Date	Amount	Exception
Pri/Pub/Repro...	10/30/2014	\$134.00	Missing required field: Business Purpose.
Dues and Me...	11/06/2014	\$327.00	Missing required field: Business Purpose.

Expense	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	11/06/2014	Dues and Memberships - Prof O RMGPA.ORG, RMGPA.ORG, CO	\$327.00	\$327.00
<input type="checkbox"/>	10/30/2014	Pri/Pub/Repro Services (487602) SIR SPEEDY PRINTING, 303-839	\$134.00	\$134.00
<input type="checkbox"/>	10/20/2014	Operating Supplies (552601) CONTAINERSTOREFLATIRON, B	\$9.99	\$9.99

TOTAL AMOUNT \$470.99 TOTAL REQUESTED \$470.99

Expense Type: Dues and Memberships - Transaction Date: 11/06/2014

Enter Vendor Name: RMGPA.ORG Business Purpose: [?]

Amount: 327.00 USD If Required, Is Receipt Included?: Yes

Comment: []

Save Itemize Allocate Attach Receipt Cancel

Use the Expense Type dropdown to select the appropriate type.

The right side of the screen again changes based on the Expense Type selected. The expense's Expense Type determines what information is required, and therefore which fields appear. Refer to the Step-by-Step Guide [Step 2a – Overview of Adding Expenses](#) for guidance on the standard expense fields and exceptions.

Continue to provide the required information. Click **Save** once done. Repeat for every expense added to your expense report.

Now that you have added all of your Procurement Card expenses to your Procurement Card expense report, you are ready to go on to [Step 3 – Allocating Expenses](#).