

## Step-by-Step Guide

### Travel Reconciliation Expense Report: Step 2b – Adding Travel Card Expenses

Travel 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.

**Hoyer ATD ICE 2014** Delete Report Notify Employee

+ New Expense Import Details ▾ Receipts ▾ Print / Email ▾

Expenses Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
Adding New Expense				
No Expenses Found				

Available Expenses ✕

Import ▾ Match Unmatch Delete

<input type="checkbox"/>	Expense Detail	Expense	Source	Date ▾	Amount
<input type="checkbox"/>	United Airlines 800-9...	Airport Bagga...	=	11/10/2...	\$25.00
<input type="checkbox"/>	Hilton Hotels HILTO...	Lodging Rates	=	11/12/2...	\$275.28
<input type="checkbox"/>	United Airlines 800-9...	Airport Bagga...	=	11/12/2...	\$25.00

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

**Hoyer ATD ICE 2014** Delete Report Notify Employee

+ New Expense Import Details ▾ Receipts ▾ Print / Email ▾

Expenses Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	11/12/2014	Lodging Rates HILTON GARDEN INN TROY, Tro	\$275.28	\$275.28
<input type="checkbox"/>	11/12/2014	Airport Baggage Handling MPX*SPA WEEK0162607631000.	\$25.00	\$25.00
<input type="checkbox"/>	11/10/2014	Airport Baggage Handling UNITED 0162607529833, 800-932	\$25.00	\$25.00
TOTAL AMOUNT			\$325.28	TOTAL REQUESTED \$325.28

New Expense

Expense

To create a new expense, click expense type in the field above on the left side of the page.

**Recently Used**

Lodging Rates

Mileage

Airport Baggage Handling

Parking

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

Hoyer ATD ICE 2014

Delete Report Notify Employee

+ New Expense Import Details Receipts Print / Email

Expenses

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	11/12/2014	Lodging Rates HILTON GARDEN INN TROY, Tro	\$275.28	\$275.28
<input type="checkbox"/>	11/12/2014	Airport Baggage Handling MPX*SPA WEEK0162607631000,	\$25.00	\$25.00
<input type="checkbox"/>	11/10/2014	Airport Baggage Handling UNITED 0162607529833, 800-932	\$25.00	\$25.00

TOTAL AMOUNT \$325.28 TOTAL REQUESTED \$325.28

Expense Type: Lodging Rates Transaction Date: 11/12/2014

Vendor: Hilton Hotels Location: Troy, New York

Amount: 275.28 USD Is Required Receipt Included?: Yes

Comment:

Save Add Itemization 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.

*You have now added Travel Card expenses to your Travel Reconciliation expense report. Continue with **Step 2 – Adding Expenses**. There are several Step-by-Step Guides available on the [Concur Travel Reconciliation Learning Resources web page](#):*

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

Once all expenses have been added, go on to [Step 3 – Allocating Expenses](#).