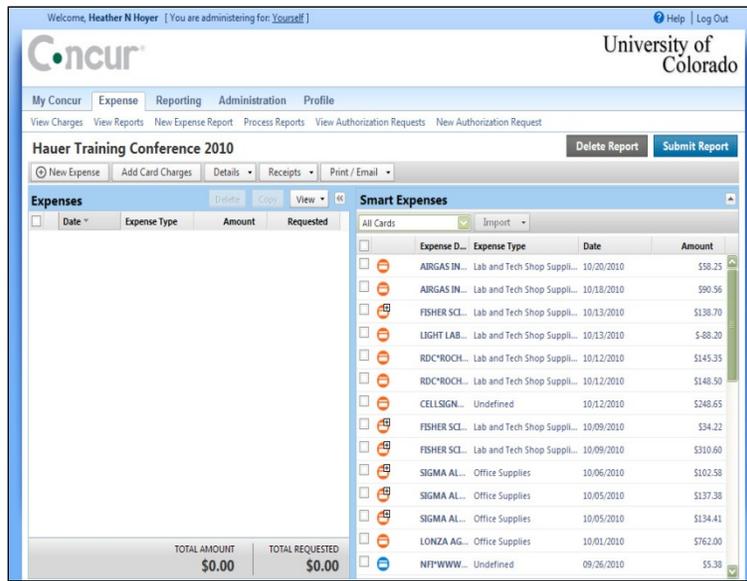


Step-by-Step Guide

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.

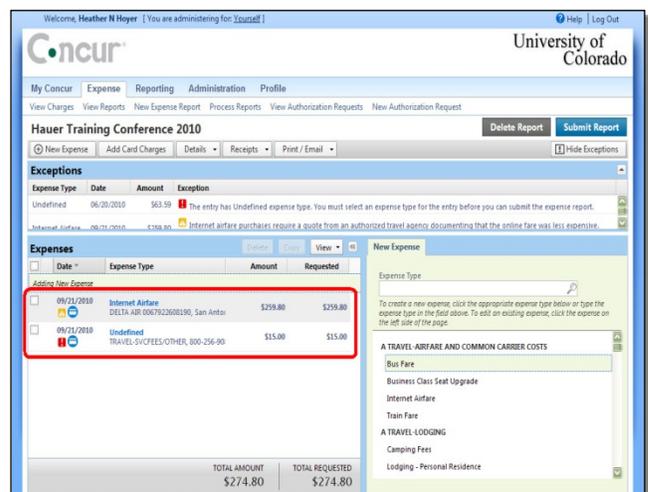


If you have a Procurement Card in addition to a Travel Card, use the **All Cards** dropdown to display only your Travel Card expenses.

Check the box next to each expense you would like to add to this expense report...and click **Import**.

The expense(s) now appear on the left side of the screen.

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



Step-by-Step Guide

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

Expense Type: Undefined

Transaction Date: 09/21/2010

Enter Vendor Name: TRAVEL-SVCFEES/OTHER

Location: 800-256-9089, TX

Amount: 15.00 USD

If Required, Is Receipt Included? Yes

Buttons: Save, Itemize, Allocate, Cancel

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

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](#).