Concur How-to: Importing Airfare and Travel Card Expenses for Non-Employee Reimbursement Reports [1]

Effective January 1, 2021, if non-employee airfare was booked through CBT or Concur, the airfare expense needs to be reconciled as part of the non-employee expense report.

If you (the employee) used your Travel Card to cover expenses for the non-employee, like hotel expenses, you'll need to pull these transactions into the non-employee's expense report. You'll see these expenses in your Available Expenses list for the non-employee report after they have been uploaded into the Concur Travel & Expense System from the bank.

Read the procedures

1.
   The first step was to create your non-employee expense report [2] by completing the Report Header in Concur. Now it's time to add expenses to your expense report and to add information to those expenses.

2.
   You may need to click the **Import Expenses** link along the top of your expense report to display your available airfare and Travel Card expenses. They'll show on the right side of your screen.

3.
   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 **Move** menu to select *To Current Report*.

4.
   The expense(s) are now assigned to the expense report and appear on the left side of the screen.

5.
   Select an expense to add, or edit, the information associated with it.

   - 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 Type determines what information is required, and therefore which fields appear.

6.
   Continue to provide the required information.

7.

Click **Save** once done. Repeat for every expense added to your expense report.