

## **Concur How-to: Creating the Procurement Card Expense Report** <sup>[1]</sup>

You create an expense report in the Concur Travel & Expense system to reconcile your Procurement Card expenses. Procurement Card expenses can be added to the expense report – and expense information edited – throughout the month. **Generally, you should submit only one Procurement Card expense report per month.**

### **Read the procedures**

1. Use the buttons located in the upper right corner of your Concur home page. Hover your mouse over the **New** button and select **Start a Report**.  
  
**Note:** If you are creating this expense report on someone's behalf, you must first act as that person's delegate.
2. On the Report Header page, use the **Policy** dropdown and select **Procurement Card**.
3. Name your expense report for tracking and reporting purposes.
4. The Report Header **SpeedType** will default to the SpeedType assigned to your Procurement Card. This is not necessarily where your expenses will be charged since every expense must be allocated before submission.
5. Your Approving Official's (AO) name and employee ID will also populate the Report Header. This is the person to whom this expense report will route for approval.
6. Enter comments that apply to the entire expense report in this **Comment** field. You will have the opportunity to add comments to specific expenses later.
7. The **Alternate Contact Employee** field identifies who should be contacted if there is a question on this expense report.
8. Click **Next**.
- 9.

You are now ready to import your Procurement Card expenses to this report.

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**Source URL:**<https://www.cu.edu/psc/training/reconciling-procurement/creating-procurement-card-expense-report>

**Links**

[1] <https://www.cu.edu/psc/training/reconciling-procurement/creating-procurement-card-expense-report>