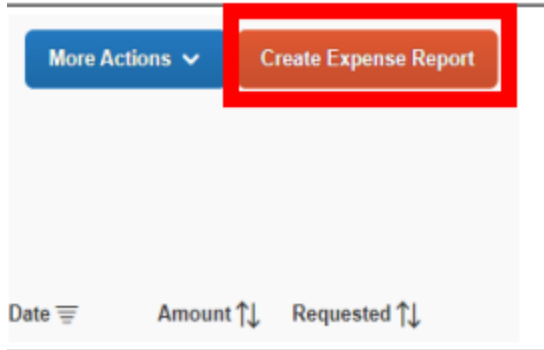
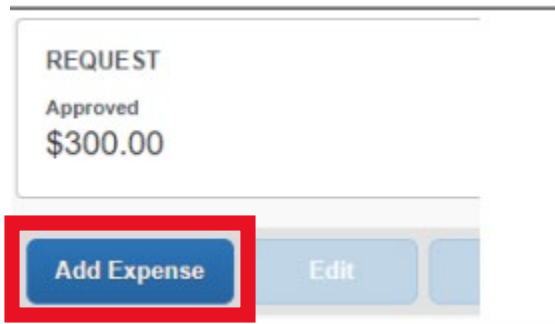


How to complete an Expense Report

1. Open the approved travel request and click **Create Expense Report** in the upper-right corner.



2. Click on **Add Expense**



3. You will have to two tabs:
 - a) **Available Expenses:** Choose from the list of charges paid on the Tcard through Concur. Click the **checkbox** on the left side of the expense and then click **Add to Report**.



40 Available Expenses + Create New Expense

ECCU					
<input checked="" type="checkbox"/>	*UMD-MC	Vehicle Rental	AMERICAN INTL RENT-A-CAR	07/05/2021	\$643.82
<input type="checkbox"/>	*UMD-MC	Undefined	Employment Agencies, Temporary H	07/05/2021	\$715.89
<input type="checkbox"/>	*UMD-MC	Undefined	Hardware Equipment and Supplies	07/05/2021	\$799.06
<input type="checkbox"/>	*UMD-MC	Airfare	AMERICAN	07/01/2021	\$421.81

Close Add To Report

- b) **Create New Expense:** This is for out-of-pocket expenses only, NOT paid on the Tcard through Concur.
- You will now select and add the expense type to the report.

40 Available Expenses + Create New Expense

Search for an expense type

Recently Used

- Parking
- Hotel/Lodging
- Airfare

- The expense will be listed. You can open the expense on the report by clicking on any of open spaces on the expense's line to fill in or update any of the expenses.



- Amount listed on the expense field should match the receipt.
- Add the itemized receipt to the expense.
- When you are done, click **Save Expense**. Repeat this step for each out-of-pocket expense.

<input type="checkbox"/>		*UMD-MC	Vehicle Rental	RESERVE RENT-A-CAR	07/10/2021	\$298.54
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- When the Tcard and out-of-pocket expenses have been added to the Expense Report, click **Submit Expense Report** in the upper-right corner.
4. Review the confirmation/acceptance statement and click **Accept & Continue**.
 - Once the Expense Report has been approved, you will receive an email notification.

