



# **CONCUR**

## **Conferences and Employees Reimbursement**

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November 3, 2023

# Agenda

1. Conference Travel:
  - A. Overview for **Approval of Funding** from Professional Development Committee.
  - B. Submit **Request** in Concur.
  - C. Submit **Expense Report** in Concur upon return from conference.
2. Other Employee Reimbursement (Non-Conference related).
3. Mileage Reimbursement (Non-Conference related).

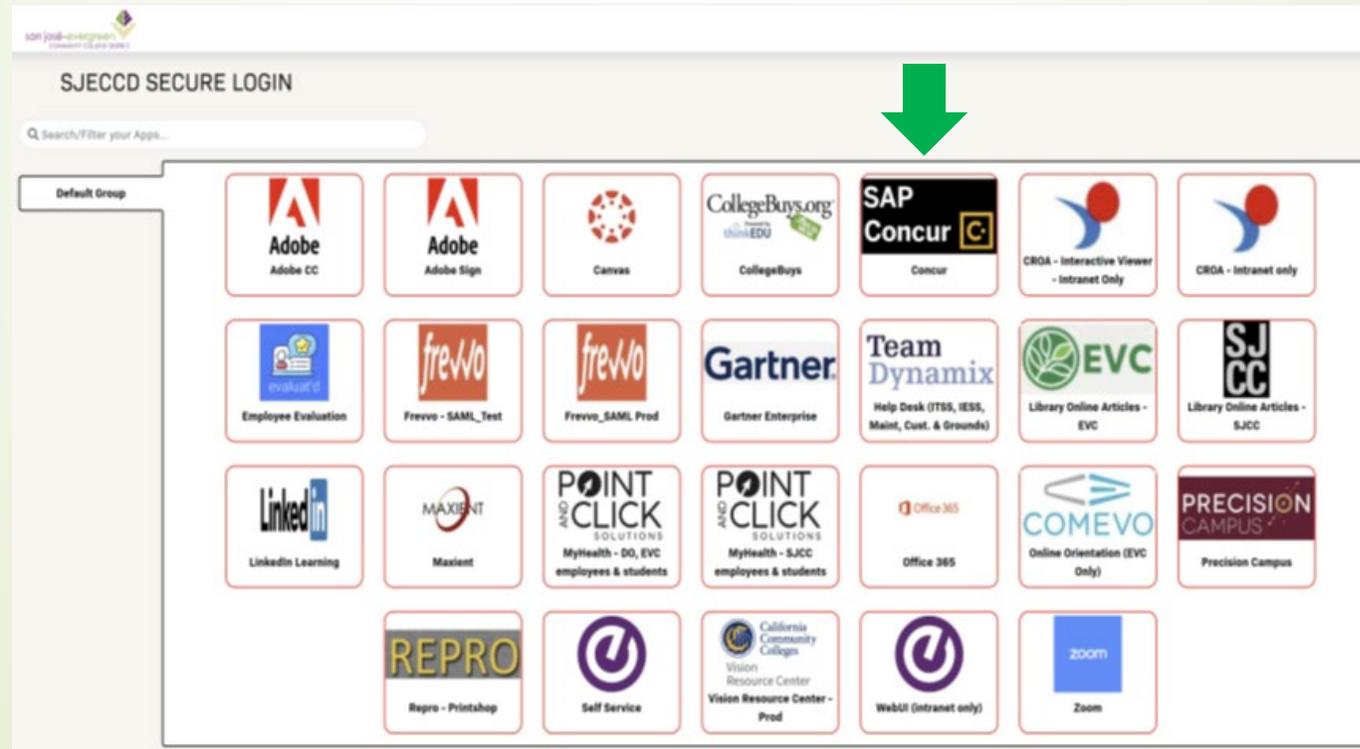
# 1A: Approval of Funds

- ❖ Submit Request through **Professional Development Funds** form.
- ❖ Your request will be discussed at Professional Development Committee monthly meeting.
- ❖ You will get a approval letter with amount and GL account #.
- ❖ If other source of funds provided, get the GL account from your supervisor.

# 1B: Submit Conference Request in Concur

(Step by Step Instructions)

1. Login through [sso.sjeccd.edu](https://sso.sjeccd.edu) and select “Concur”



The screenshot displays the SJECCD Secure Login interface. At the top, it says "SJECCD SECURE LOGIN" with a search bar below it. A green arrow points to the "Concur" application icon in the top row of the application grid. The grid contains various application icons such as Adobe, Canvas, CollegeBuys, SAP Concur, CROA, Team Dynamix, EVC, LinkedIn Learning, Maxient, Point Click Solutions, Office 365, Comevo, Precision Campus, Repro, Self Service, Vision Resource Center, and Zoom.

# 1B: Submit Conference Request in Concur cont..

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2. Click **“Start a Request”** on menu
  - ❖ If you don't see **“Start a Request”**  
contact Business Services
3. Fill out the **“Create New Request”** Header page

The screenshot displays the SAP Concur user interface. At the top left, the SAP Concur logo and a 'Home' dropdown menu are visible. Below the logo is the San José Evergreen Community College District logo. A navigation bar contains several buttons: a green circle around a '+' button labeled 'Start a Request', a '+' button labeled 'Start a Report', a '24 Required Approvals' button, a '01 Authorization Requests' button, a '00 Available Expenses' button, and a '02 Open Reports' button. Below this bar are two sections: 'Trip Search' and 'Alerts'. The 'Trip Search' section includes a user profile icon, the text 'Booking for myself | Book for a guest', and icons for airplane, car, hotel, and train. The 'Alerts' section contains two messages: one about connecting to Triplt and another about signing up for e-receipts.

SAP Concur  Home ▾



+ Start a Request

+ Start a Report

24 Required Approvals

01 Authorization Requests

00 Available Expenses

02 Open Reports

### Trip Search

 Booking for myself | [Book for a guest](#)

### Alerts

 **Triplt** creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to **Triplt**. [Connect to Triplt](#) Not right now

 You haven't signed up to receive e-receipts. [Sign up here](#)

# 1B: Submit Conference Request in Concur cont..

**Edit Request Header**

Test for Nov 3\_Training | Request ID: 36N7

**Conference/Request Name \*** ?

**Justification of Travel \*** ?

**Trip Type \*** ?

**Start Travel Date \*** ?

**End Travel Date \*** ?

**Main Destination City \*** ?

**Main Destination Country**

**How will you book your travel? \*** ?

**Will you have Personal Travel? \*** ?

**Personal Dates of Travel**

**Professional Development Request?** ?

**Fund \*** 1

**GL Location \*** 2

**Cost Center \*** 3

**Users \*** 4

**Comments To/From Approvers/Processors**

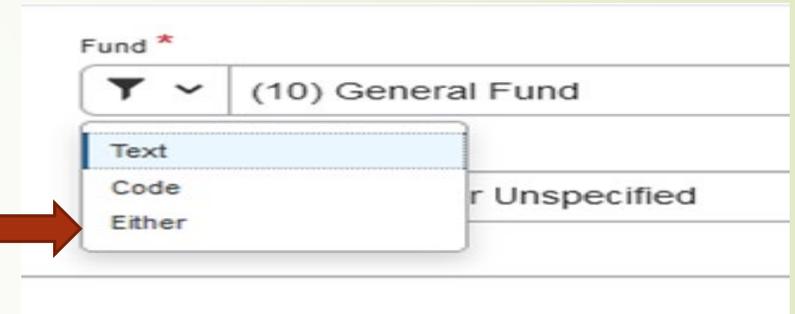
\$1,200 is funded from Professional Development. and additional \$1,500 is funded from Guided Pathways in fund 17

# 1 B: Submit Conference Request in Concur cont..

4. Fill out all required fields in the Header screen
  - ❖ Give a meaningful **name**
  - ❖ **Justification** of Travel
  - ❖ **Trip Type** (In State, International, Non-Travel, Out of State)
  - ❖ Start Travel Date
  - ❖ End Travel Date
    - Note: The date you start and end the travel, not the actual conference dates as per agenda
  - ❖ **Main Destination City and Country**
  - ❖ Select the appropriate fields “**How you book your travel?**”
    - Agency-booked (**Do Not Use**)
    - Self-Booked outside of Concur Travel (**Select this either you personally booked your flight or did the booking with Concur Travel**)
    - No Travel (Online conference)

# 1B: Submit Conference Request in Concur cont..

- ❖ Select if you have Personal Travel (Yes/No). If yes, state the dates
- ❖ Check mark **“Professional Development Request”**
- ❖ **Fund**
- ❖ **GL Location**
- ❖ **Cost Center**
- ❖ **Users**
  - **Text:** means you have to know the fund name (E.g. General Funds)
  - **Code:** means you need to know the 2 digits of the fund (E.g. 10)
  - **Either: Most preferred**
- ❖ Click **“Create Request”**



Fund \*

(10) General Fund

Text

Code

Either

r Unspecified

# 1B: Submit Conference Request in Concur cont..

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5. Your request header has been created, and now **add** all major estimated expense: e.g.

- a) Registration cost
- b) Lodging Cost
- c) Air Fare

- ❖ Click “**Add**” and select “**Expected Expense type**” one at a time.
- ❖ Total request amount **Should Not Exceed** the approved amount from PDD, unless you have second GL account

Test for Nov 3\_Training \$2,070.00 

Not Submitted | Request ID: 36N7 Copy Request Submit Request

[Request Details](#) [Print/Share](#) [Attachments](#)

### EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Alerts↑↓	Expense type↑↓	Details↑↓	Date↑↓	Amount↑↓	Requested↑↓
<input type="checkbox"/>		Hotel Reservation	Santa Barbara, California	11/02/2023	\$1,200.00	\$1,200.00
<input type="checkbox"/>		Registration Fee		11/02/2023	\$570.00	\$570.00
<input type="checkbox"/>		Air Ticket	San Jose (SJC) - Santa Barbara (SBA) : Round Trip	11/02/2023	\$300.00	\$300.00
						\$2,070.00

### Add Expected Expense

Search for an expense type

- ▼ 01. Travel Expenses
  - Hotel Reservation
- ▼ 02. Transportation
  - Air Ticket
  - Car Rental
  - Ground/Public Transportation
  - Railway Ticket
- 03. Mileage
- ▼ 04. Meals
  - Breakfast-per diem
  - Dinner-per diem
  - Lunch-per diem
- ▼ 09. Other
  - Registration Fee



# 1B: Submit Conference Request in Concur cont..

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6. If you have additional funding source, do the following:
  - a. Click the respective line and select “Allocate”

The screenshot shows a form titled "Registration Fee \$570.00" with a trash icon. Below the title is the date "11/02/2023". A red circle highlights the "Allocate" button, which is accompanied by a red letter "a". The form contains several input fields: "Request/Trip Start Date" (11/02/2023), "Request/Trip End Date" (11/04/2023), "Were Meals Provided?" (Yes), "# of Lunches to be Provided" (2), "# of Breakfasts to be Provided" (1), "# of Dinners to be Provided" (1), "Amount" (570.00), and "Currency" (US, Dollar). There is also a "Comment" field at the bottom right.

Request/Trip Start Date	Request/Trip End Date
11/02/2023	11/04/2023

Were Meals Provided? \* ?

Yes

# of Lunches to be Provided

2

# of Breakfasts to be Provided

1

# of Dinners to be Provided

1

Amount \*

570.00

Currency \*

US, Dollar

Comment

# 1B: Submit Conference Request in Concur cont..

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- b. Select "Amount"
- c. Click "Add"
- d. Enter the second "GL Account" and "Save"
- e. Enter "Amount" and "Save" again

The screenshot displays the SAP Concur interface for submitting a conference request. It features two main windows: 'Allocate' and 'Add Allocation'.

**Allocate Window:**

- Expenses: 1 | \$570.00
- Buttons: Percent, **Amount** (circled in red), Add (circled in red), Edit, Remove.
- Amount: \$570.00
- Default Allocation: Code [redacted]

**Add Allocation Modal:**

- Fields: Fund \*, GL Location \*, Cost Center \*, Users \* (all redacted).
- Buttons: Cancel, **Save** (circled in red).

**Table:**

	Fund↓↑	GL Location↓↑	Cost Center↓↑	Users↓↑	Code↑=	<b>e</b>	Amount USD
<input type="checkbox"/>	General Fund	Evergreen Valley College	EVC Budget Operations	Facility Rental Income	[redacted]	<b>500.00</b> (circled in red)	

Buttons: Add, Edit, Remove, Save as Favorite. Bottom right buttons: Cancel, **Save** (circled in red).

# 1B: Submit Conference Request in Concur cont..

**Test for Nov 3\_Training \$2,070.00** 

Not Submitted | Request ID: 36N7

[Request Details](#) [Print/Share](#) [Attachments](#)

**EXPECTED EXPENSES**

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Alerts↓↑	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>		Hotel Reservation	Santa Barbara, California	11/02/2023	\$1,200.00	\$1,200.00
<input type="checkbox"/>		Registration Fee		11/02/2023	\$570.00	\$570.00 <i>Allocated</i>
<input type="checkbox"/>		Air Ticket	San Jose (SJC) - Santa Barbara (SBA) : Round Trip	11/02/2023	\$300.00	\$300.00
						<b>\$2,070.00</b>

# 1B: Submit Conference Request in Concur cont..

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7. Click “**Attachment**” to attach needed documents: (**PDF Only**)
  - a) Professional Development **Funding Approval Letter**
  - b) PDF of **Conference details** (flyer, conference agenda, etc.)
  - c) To **edit/delete/allocate**: check mark the line & complete as needed.

# 1B: Submit Conference Request in Concur cont..

8. Click "**Submit Request**" after validating.
  - ❖ The request goes to the next approver "**Direct Manager**" as per workflow.
9. Concur will notify you as soon as the request gets **approved**.
10. You are ready to **book your trip**.

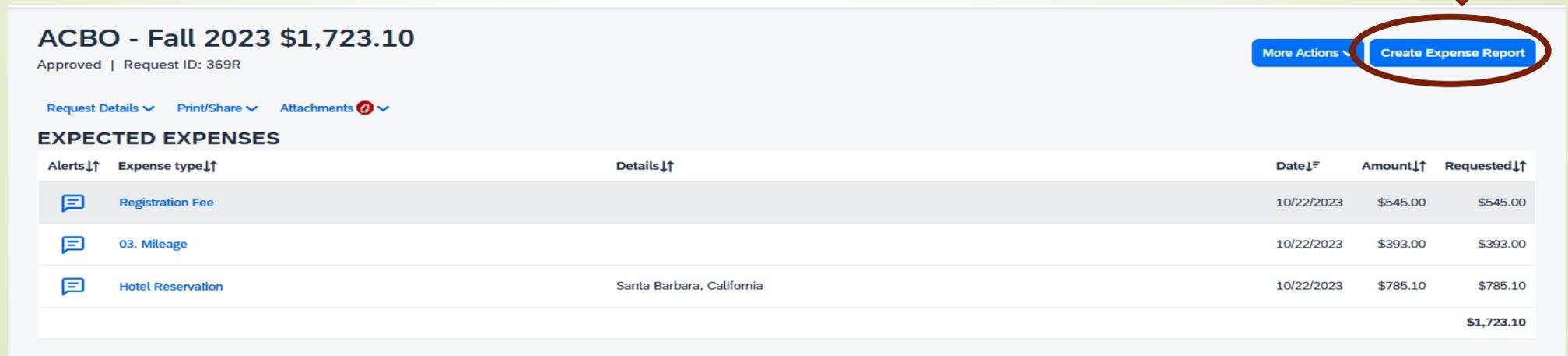


# 1C: Submit Expense Report in Concur

(After return from Conference)

Goal is to show the entire cost of the conference/trip, irrespective how it was paid, and not to exceed the approved amount from Professional Development Committee. (Unless second funding source is provided)

1. On the menu bar, click **“Requests”**
  - ❖ Double click your approved request
  - ❖ Click **“Create Expense Report”**



**ACBO - Fall 2023 \$1,723.10**  
Approved | Request ID: 369R

Request Details ▾ Print/Share ▾ Attachments  ▾

**EXPECTED EXPENSES**

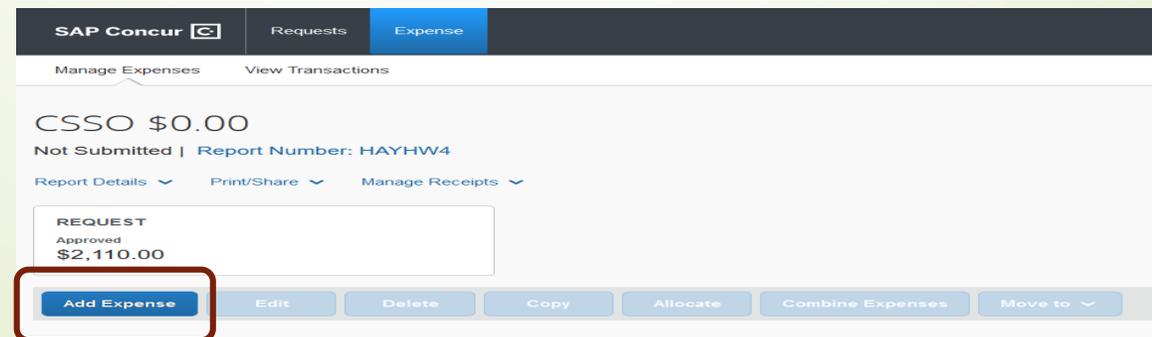
Alerts↓↑	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
	Registration Fee		10/22/2023	\$545.00	\$545.00
	03. Mileage		10/22/2023	\$393.00	\$393.00
	Hotel Reservation	Santa Barbara, California	10/22/2023	\$785.10	\$785.10
					<b>\$1,723.10</b>

More Actions ▾ **Create Expense Report**

# 1C: Submit Expense Report in Concur cont..

## 3. Click "Add Expense"

- ❖ add all **actual expenses** such as registration, air fare, lodging, mileage, per diems one at a time.
- ❖ attached itemized invoice/receipt with proof of payment (last 4 digit of credit card #)
- ❖ Payment types are either:
  - Out of Pocket – (Reimbursed to Employee)
  - Prepaid by P-Card
  - Paid with District Check (RFC)
- ❖ Upload receipt and save expense.



The screenshot shows the SAP Concur interface for managing expenses. The top navigation bar includes 'SAP Concur', 'Requests', and 'Expense'. Below the navigation, there are tabs for 'Manage Expenses' and 'View Transactions'. The main content area displays 'CSSO \$0.00' and 'Not Submitted | Report Number: HAYHW4'. There are three dropdown menus: 'Report Details', 'Print/Share', and 'Manage Receipts'. A 'REQUEST' box shows 'Approved \$2,110.00'. At the bottom, there is a row of buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A red arrow points to the 'Add Expense' button, which is also highlighted with a red box.

# 1C: Submit Expense Report in Concur cont..

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4. If missing receipts, complete the affidavit of missing receipt in Concur:
  - a) Select the line with missing receipt e.g.: Registration
  - b) Click **“Add Receipt”**
  - c) Click **“Missing Receipt Declaration”**

The screenshot displays the SAP Concur Expense report interface. At the top, the header shows 'SAP Concur Expense' and navigation options like 'Manage Expenses', 'Card Transactions', and 'Process Reports'. A warning message states: 'You must attach a receipt image to this expense.' The main report title is 'Registration Fee \$570.00' with a date of '11/02/2023' and a company code of 'CCCO'. The interface includes buttons for 'Cancel', 'Delete Expense', and 'Save Expense'. A 'Details' tab is active, showing the amount '\$570.00' and a 'Create Itemization' button. An 'Attach Receipt' dialog box is open, prompting the user to 'Select a receipt image or reuse one from this report: Don't have a receipt? You'll need to create a missing receipt declaration.' The 'Missing Receipt Declaration' link is highlighted with a red box and a red 'C'. Below this, there are tabs for 'Available Receipts' and 'Receipts in Report'. The 'Available Receipts' section shows a list of receipts, including 'Approved Conference form\_S...' uploaded on 06/08/2023. An 'Upload New Receipt' button is also present. In the background, the 'Add Receipt' button is highlighted with a red box and a red 'b'. The bottom of the dialog box contains instructions: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.'

# 1C: Submit Expense Report in Concur cont..

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- d) Click the respective expense line
- e) Then click “**Accept & Create**”
- f) The Missing Receipt Affidavit created. Click “**Save**”

### Create Receipt Declaration

Adequate documentation must be submitted to substantiate reimbursable SJECCD expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for SJECCD expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expenses below that require a receipt.

<input checked="" type="checkbox"/>	Expense Type↓↑	Vendor↓↑	Date↓↑	Amount↓↑
<input checked="" type="checkbox"/>	Registration Fee	CCCO	11/02/2023	\$570.00

**i** I acknowledge that this expense report contains legitimate College expenses incurred by me on behalf of SJECCD benefit, and are allowable expenses as defined by SJECCD Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Cancel **Accept & Create**

1 of 1 Automatic Zoom

## Missing Receipt Affidavit - Registration Fee

Date of Expense: 11/2/23  
Vendor: CCCO  
Amount: 570.00 USD  
City: San Jose, California

I acknowledge that this expense report contains legitimate College expenses incurred by me on behalf of SJECCD benefit, and are allowable expenses as defined by SJECCD Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Saloshni Chand  
10/30/23  
21:43 Greenwich Mean Time

# 1C: Submit Expense Report in Concur cont..

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For example, for a **3 days conference** (Sunday to Wednesday) the mileage is calculated:

- ❖ If start day is weekend: **“from”** is home address, and separate line in concur
- ❖ If return day is week day: **“To”** is EVC address, and will be a separate line in concur
- ❖ **300 miles** can be claimed one way, and in total **600 miles** can be claimed.

Mileage Calculator

Avoid Tolls  Avoid Highways

**Waypoints**

A 1 Park Blvd, San Diego, CA 92101, U } 464.9 MI  
B 3095 Yerba Buena Road, San Jose, CA 95135, US }  Personal  
C

Calculate Route Make Round Trip

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 464.9 MI

## New Expense

Details Itemizations

Mileage Calculator Allocate

Expense Type \* Personal Car Mileage Transaction Date \* 11/01/2023

From Location \* 1 Park Blvd, San Diego, CA 92101, USA To Location \* 3095 Yerba Buena Road, San Jose, CA 95135, US Payment Type Out of Pocket

Comment Return from San Diego to EVC on 11/1/2023 from ACBO conference. Claiming only allowed 300 miles one way

Distance \* 300 Amount 196.50 Currency US, Dollar

Adjust Miles to 300

Save Expense Save and Add Another Cancel

# 1C: Submit Expense Report in Concur cont..

## Key Notes for all reimbursement:

- ❖ Total mileage can be claimed 300 miles one way, and 600 miles round trip. No receipt is required.
  - ❖ Keep gratuity 20% maximum of the service.
  - ❖ To claim Per diem, provide agenda only, no receipt is required
  - ❖ If reimbursement is less than \$50.00, submit petty cash reimbursement
4. After entering all expenses, **submit the expense** report.



## 2: Other Employee Reimbursement (non-travel)

Any college related expenses paid by an employee such as:

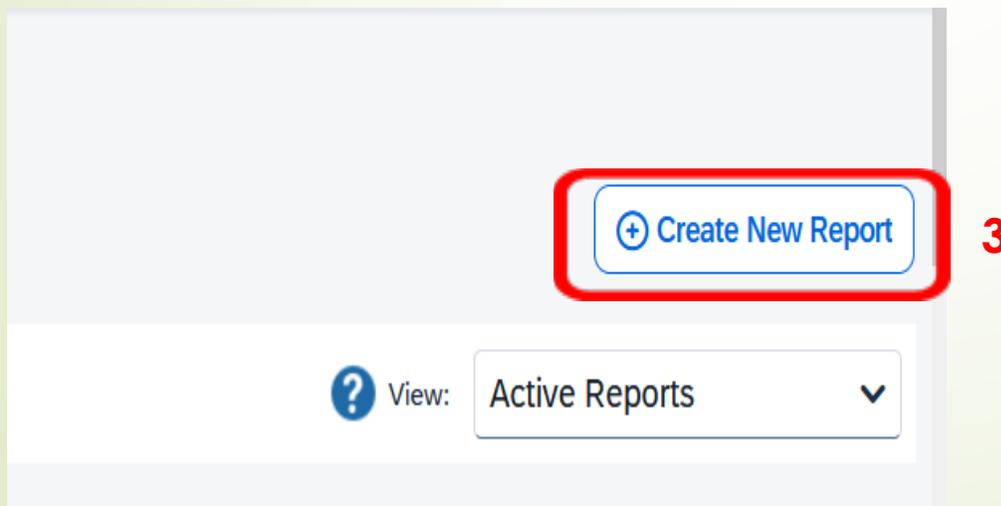
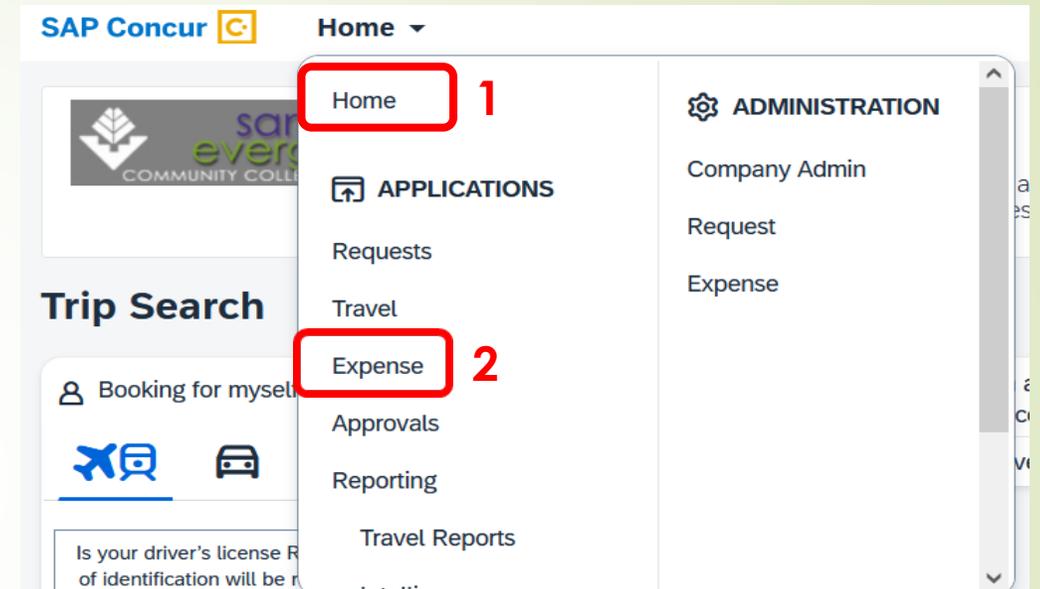
- ❖ Purchase of minor office supplies
- ❖ Mileage
- ❖ Parking
- ❖ Postage
- ❖ Memberships
- ❖ Purchase of food for the college events (attach approved Food Purchase Request form)
- ❖ etc.

## 2: Other Employee Reimbursement Cont...

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The steps are:

1. Go to **“Home”**
2. Click **“Expense”**
3. Click **“Create New Report”**



## 2: Other Employee Reimbursement Cont..

4. Select “Non Travel Policy”
5. Fill all field and click “Create Report”

### Create New Report ✕

Policy * <span>?</span> Non-Travel Expense Policy <span>▼</span>	Report Name * <span>?</span> Test Employee Reimbursement	Report Start Date * <span>?</span> 10/02/2023 <span>📅</span>	Report End Date * <span>?</span> 10/02/2023 <span>📅</span>
Report Total <input type="text"/>	Fund * <span>1</span> <input type="text"/> <span>✕</span> <span>▼</span>	GL Location * <span>2</span> <input type="text"/> <span>▼</span>	Cost Center * <span>3</span> <input type="text"/> <span>▼</span>
User * <span>4</span> <input type="text"/> <span>▼</span>	Comments To/From Approvers/Processors To purchase supplies for Outreach events for October 2, 2023		

Cancel Create Report

## 2: Other Employee Reimbursement Cont..

6. Click “Add expense”
7. Select the appropriate expense type

The screenshot displays the SAP Concur Expense management interface. The main header shows 'SAP Concur' and 'Expense' with a dropdown arrow. Below this, there are navigation tabs: 'Manage Expenses' (highlighted), 'Card Transactions', and 'Process Reports'. The main content area is titled 'Test Employee Reimbursement' and includes the text 'Not Submitted | Report Number: G32YYJ'. There are three dropdown menus: 'Report Details', 'Print/Share', and 'Manage Receipts'. A row of action buttons is visible: 'Add Expense' (highlighted with a red '6'), 'Edit', 'Delete', 'Copy', 'Allocate', and 'Combine Expenses'. An 'Add Expense' modal is open on the right side. It shows '0 Available Expenses' and a '+ Create New Expense' button. Below this is a search bar with the placeholder text 'Search for an expense type'. A list of expense types is shown under the heading 'Recently Used', including 'Local Car Mileage', 'Registration Fee', 'Office Supplies' (highlighted with a red '7'), 'Ground/Public Transportation', and 'Breakfast-per diem'. At the bottom of the modal, there is a section for '02. Transportation'.

## 2: Other Employee Reimbursement Cont..

8. Add details
  - ❖ Expense Type
  - ❖ Transaction Date
  - ❖ Merchant Name (Vendor)
  - ❖ City of Purchase
  - ❖ Payment Type: Out of Pocket
  - ❖ Amount
  - ❖ Currency
  - ❖ Comment
  - ❖ Upload receipt (with last 4 digit of credit card #)
  - ❖ Save Expense
  - ❖ Submit Report

← →

### Office Supplies \$50.00

Cancel [Delete Expense](#) [Save Expense](#)

10/02/2023 | Lucky

Details
Itemizations
Hide Receipt

**Allocate** \* Required field

Expense Type \*  
Office Supplies

Transaction Date \*  
10/02/2023

Enter Merchant Name \*  
Lucky

City of Purchase  
San Jose, California X

Payment Type \*  
Out of Pocket

Amount \*  
50.00

Currency \*  
US, Dollar

Comment  
To purchase supplies for Outreach event on 10/2/2023

[Save Expense](#) [Cancel](#)

Missing Receipt Affidavit - Office Supplies

Date of Expense: 10/2/23  
Vendor: Lucky  
Amount: 50.00 USD  
City: San Jose, California

I acknowledge that this expense report contains legitimate College expenses incurred by me on behalf of SJECCD benefit, and are allowable expenses as defined by SJECCD Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Saloshni Chand  
11/2/23  
19:09 Greenwich Mean Time

Receipt\_Declaration

[Delete](#) [Replace](#)

# 3: Mileage Reimbursement

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The steps are:

1. Go to “Home”
2. Click “Expense”
3. Click “Create New Report”
4. Select “Non Travel Policy”
5. Fill all field and click “Create Report”

**Create New Report**

Create From an Approved Request

\* Required field

Policy \* ?  
Non-Travel Expense Policy

Report Name \* ?  
Test: Mileage for October 2023

Report Start Date \* ?  
10/02/2023

Report End Date \* ?  
10/31/2023

Report Total

Fund \* 1  
[Redacted]

GL Location \* 2  
[Redacted]

Cost Center \* 3  
[Redacted]

User \* 4  
[Redacted]

Comments To/From Approvers/Processors  
Mileage for the month of October 2023

Cancel Create Report

# 3: Mileage Reimbursement cont..

6. Click “Add Expense”
7. Select Expense Type “Local Car Mileage”

**Test: Mileage for October 2023 \$0.00**  
Not Submitted | Report Number: ANU011

Report Details ▾ Print/Share ▾ Manage Receipts ▾

6 **Add Expense** Edit Delete Copy Allocate Combine Expenses

**Add Expense**

0 Available Expenses **+ Create New Expense**

Search for an expense type

^ Recently Used

- Office Supplies
- Local Car Mileage** 7
- Registration Fee
- Ground/Public Transportation
- Breakfast-per diem

^ 02. Transportation

# 3: Mileage Reimbursement cont..

8. Click **“Mileage Calculator”**
9. Enter **To** and **From** address
10. Select **“Make Round trip”** if needed
11. Click **“Add Mileage to Expense”**

## New Expense

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Mileage Calculator Allocate

Expense Type \*

Local Car Mileage

Transaction Date \*

MMDD/YYYY

Trip Type \*

None Selected

\* Required field

From Location \*

To Location \*

Payment Type

Out of Pocket

Comment

### Mileage Calculator

Avoid Tolls  Avoid Highways

#### Waypoints

A uena Road, San Jose, CA 95135, US

2.5 MI

 Personal

B 3270 S White Rd, San Jose, CA 9514

2.5 MI

 Personal

C 3095 Yerba Buena Road, San Jose, C

D

Calculate Route

#### Directions

3095 Yerba Buena Rd, San Jose, CA 95135, USA

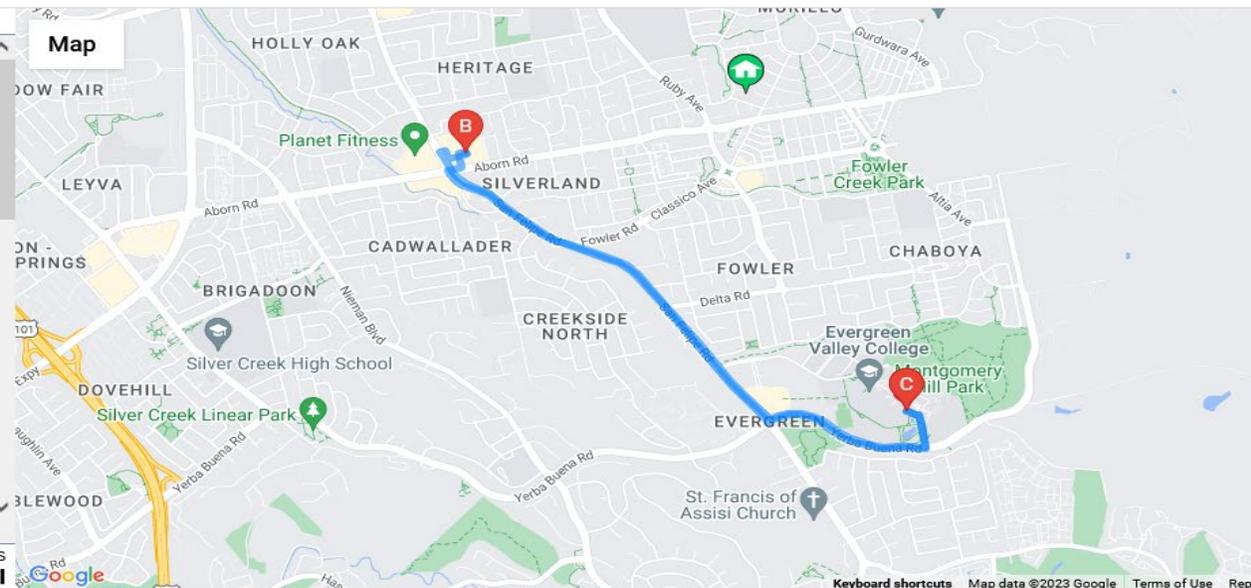
2.5 mi. About 8 mins

1. Head east toward Valle Del Lago 167 ft
2. Turn left toward Valle Del Lago 79 ft
3. Turn right onto Valle Del Lago 0.1 mi
4. Turn right onto Yerba Buena Rd 0.6 mi

TOTAL PERSONAL  
0.0 MI

TOTAL BUSINESS  
5.0 MI

### Map



Add Mileage to Expense

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# 3: Mileage Reimbursement cont..

12. Enter transaction date
13. Trip Type “**In State**”
14. Type the **Purpose & To and From** of the trip in comment box
15. Click “**Save Expense**”

## New Expense

Cancel Save Expense

Details Itemizations Show Receipt

Mileage Calculator Allocate

Expense Type \* Local Car Mileage Transaction Date \* 10/02/2023 Trip Type \* In State \* Required field

From Location \* 3095 Yerba Buena Road, San Jose, CA 95135, US To Location \* 3270 S White Rd, San Jose, CA 95148, USA Payment Type Out of Pocket

Comment  
Went to Lucky Supermarket on 3270 S White Road from EVC and return to purchase Outreach materials for event on 10/2/2023

Distance \* 5 Amount 3.28 Currency US, Dollar Reimbursement Rates USD 0.655 per mile

Save Expense Save and Add Another Cancel

# 3: Mileage Reimbursement cont..

## 16. Validate and "Submit Report"

SAP Concur Expense ? SC

[Manage Expenses](#) [Card Transactions](#) [Process Reports](#)

### Test: Mileage for October 2023 \$3.28

Not Submitted | Report Number: ANU011

[Delete Report](#) [Copy Report](#) [Submit Report](#)

Report Details [Print/Share](#) [Manage Receipts](#) [View Available Receipts](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

<input type="checkbox"/>	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Local Car Mileage		10/02/2023	\$3.28
							\$3.28

