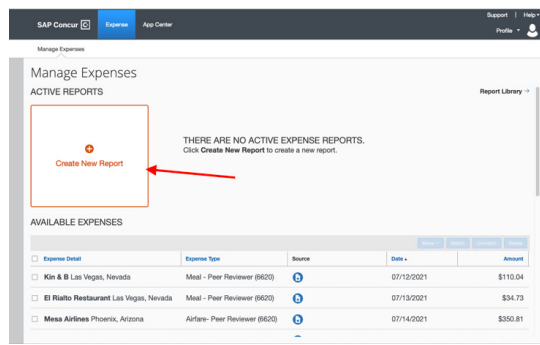
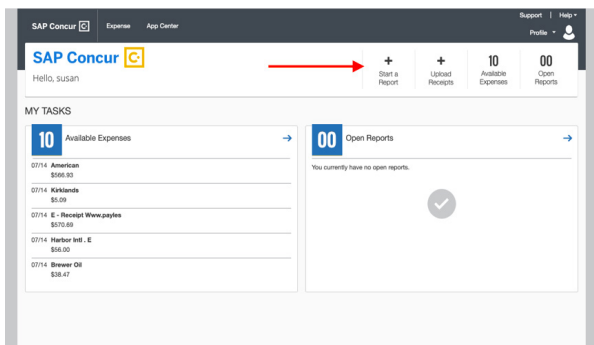




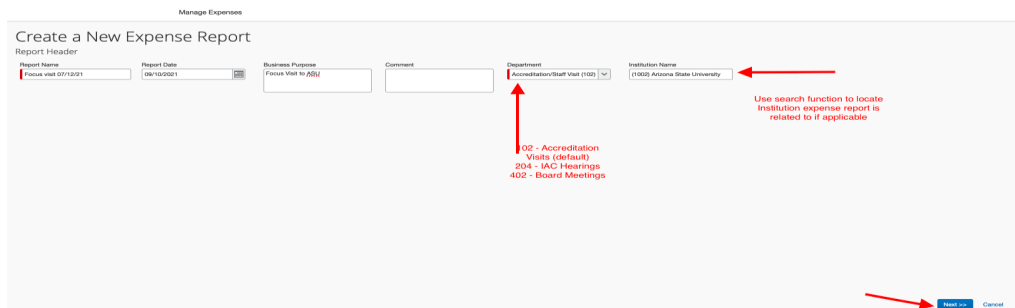
CREATING AN EXPENSE REPORT IN SAP CONCUR

TO CREATE A NEW EXPENSE REPORT

1. Navigate to www.concursolutions.com.
2. Enter your login credentials.
 - The login credentials will be the same for both the website and the SAP Concur App.
3. From the home page, select Start a Report. This button is indicated by a plus sign within the top horizontal menu
 - Alternatively, navigate to the Expenses tap within the gray upper menu bar, then select the Create a New Report tile. See examples below.

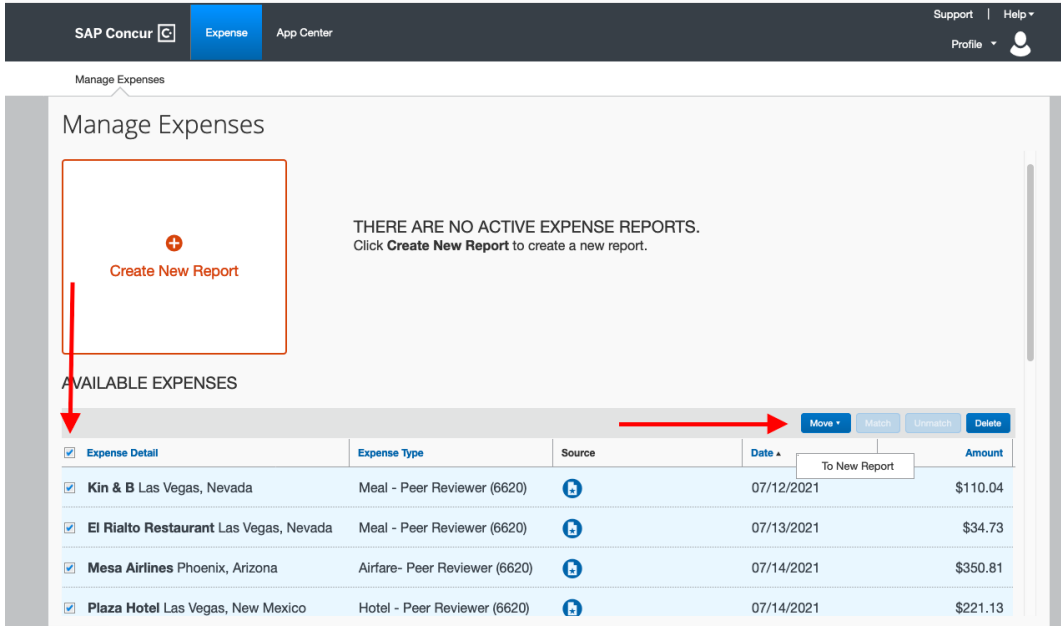


4. Complete all required fields, which are indicated by a red bar. Complete the optional fields as directed by your company. Select Next in the bottom righthand corner.

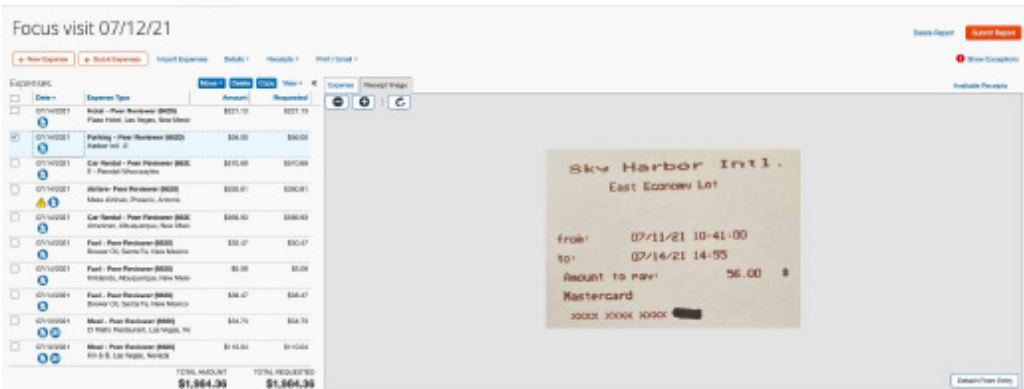
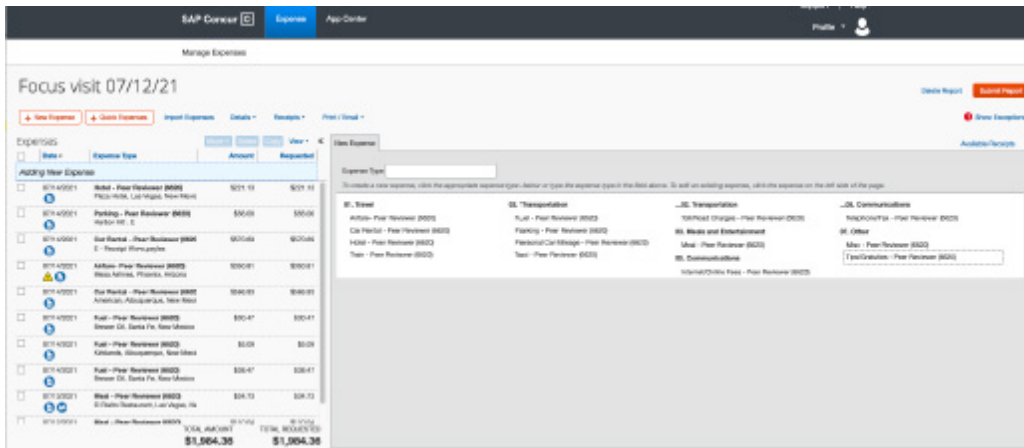


5. To add receipts and expense that are already saved within the receipt library to a report:

- Select all receipts needed for the expense report in your library and select New Report.

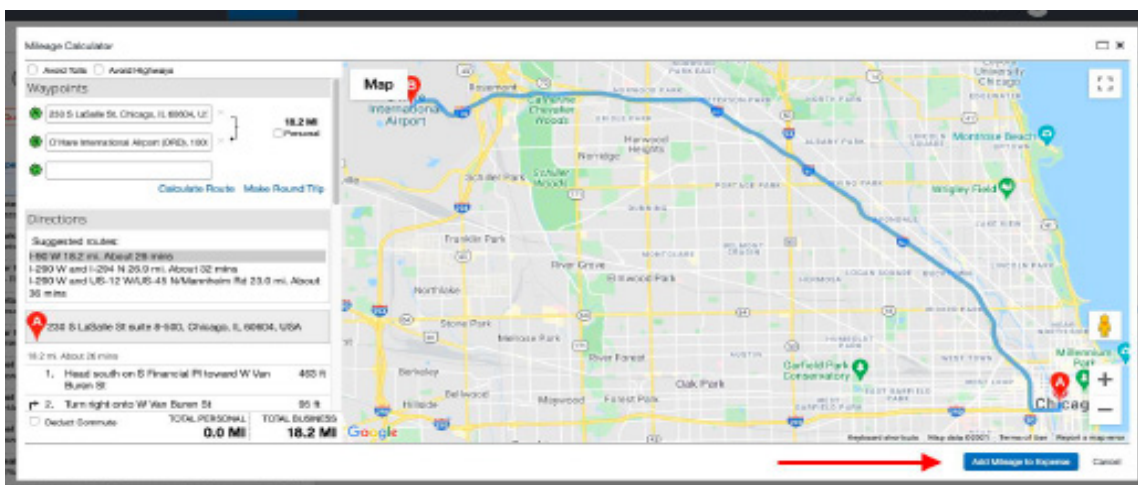
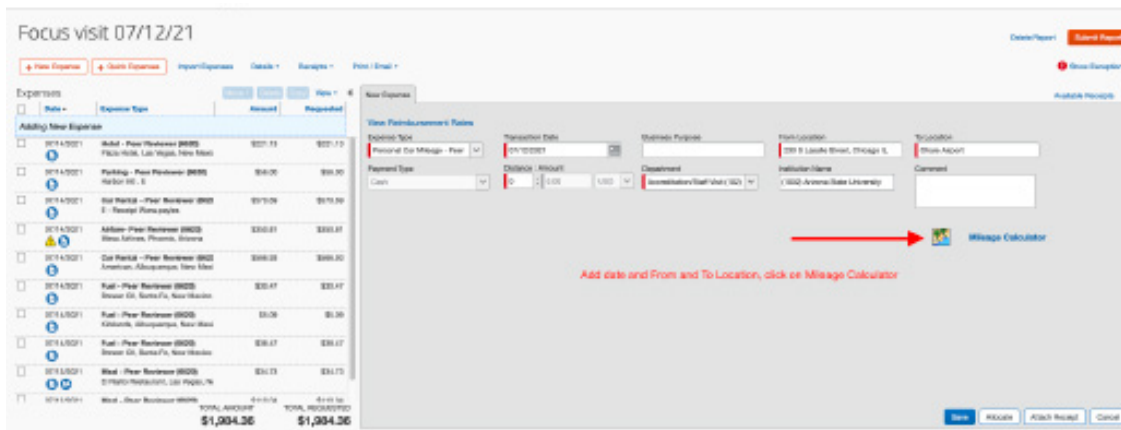
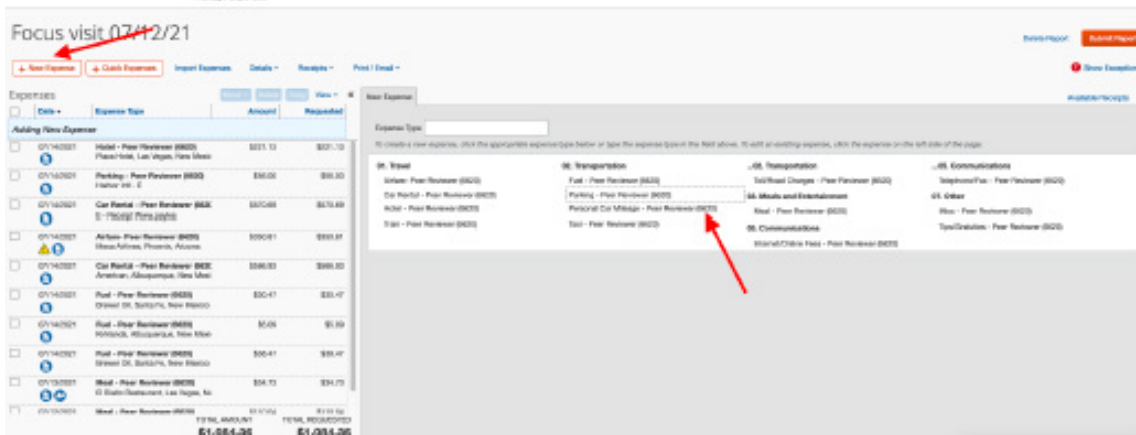


6. Concur has automated technology to create an expense report from your receipts, review to ensure accuracy and review receipts. Sample screen shot of entire expense report and detailed line.

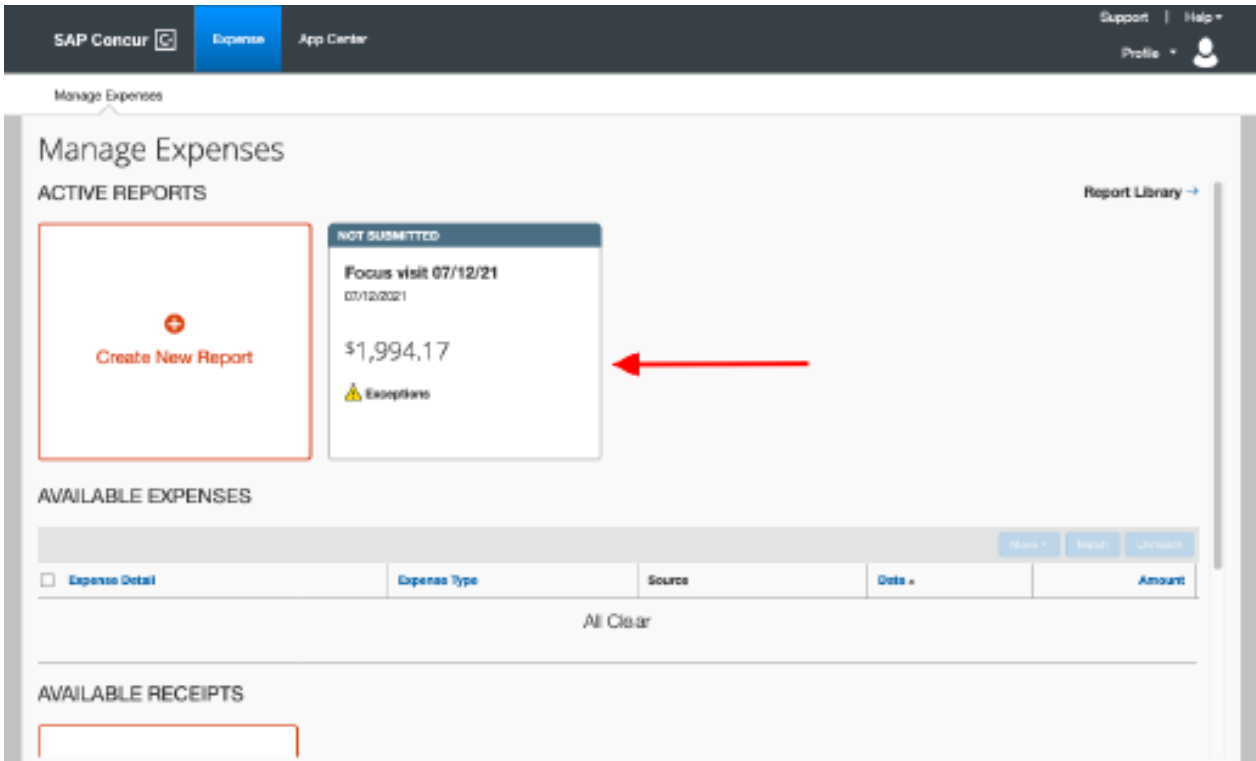


7. To add mileage to expense report

- Select New Expense
- From Transportation menu on right, select Personal Car Mileage
- Add date and To and From Location
- Select Mileage Calculator
- Make any adjustments if applicable and click Add Mileage to Expense



8. Your report is automatically saved and will appear in your dashboard if you need to finish it later.



9. When you are ready to submit your expense report, select Submit Report in the upper righthand corner.

Questions? Contact finance@hlcommission.org.