

Concur Procurement Reporting Expense Manual

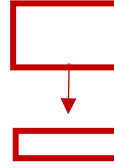
Procurement Card and Travel Services

Creating a New Expense Report

1.

Create

Start a Report



2.

Report.

(marked with red asterisk)

Create

4.

Available Expenses

Add To

Report.



5.



6.



