

## Complete the Expense Report Header

The report header is the title page of your expense report. Complete all required fields in red.

### 1. Create a New Expense Report

- There are two ways to start a new expense report from the home page (Figure 1):
  1. In the top menu bar, click *Expense*.
  2. In the *Quick Task* bar click *New*, then click *Start a Report*.

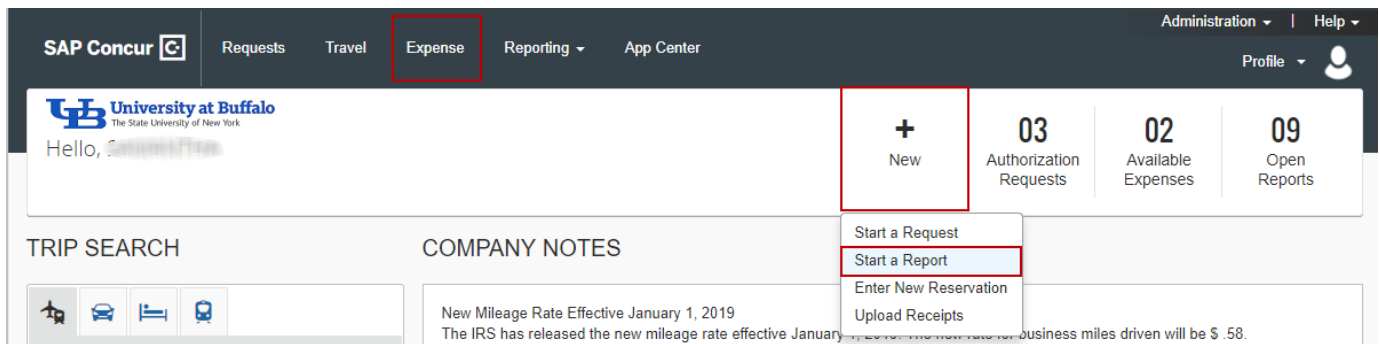


Figure 1

### 2. Complete the Expense Report Header

The report header is the title page of your expense report. Complete all required fields in red for both travel and non-travel expense reimbursements (Figure 2):

SAP Concur Requests Travel **Expense** Reporting App Center Administration | Help Profile

Manage Expenses Process Reports

## Create a New Expense Report

Report Header

Report Name  Report Type  Funding Account Source  Report Purpose  Business Purpose  UB Affiliation

Start Date  End Date

Approver  Funding Source  Entity  Account  Start Time  End Time

Comment  Starting Address  Expense Destination Address  Expense Destination State  Expense Destination Zip

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining

Figure 2

- **Report Name** — enter a name for the report (example: ABC Conference.)
- **Report Type** — use the dropdown menu to select the correct report type:
  - Select *Non-Travel* for non-travel expenses.
  - Select *Pre-Paid Airfare Only* to submit pre-paid airfare for reimbursement.
  - Select *Travel* for travel expenses.
  - Select *UBF funding can use one report for both* if you are being reimbursed with UBF funds and have both travel and non-travel expenses.
- **Funding Account Source** — to the best of your knowledge, use the dropdown menu to select the funding source that will be used to reimburse the expenses on the report. This can be changed by the cost approver later.
- **Report Purpose** — use the dropdown menu to select the purpose of the report.
- **Business Purpose** — enter a description explaining the business reason of the report.
- **UB Affiliation** — this is populated from your Human Resources record.
- **Start Date** and **End Date** — enter the start and end dates of the report. For travel reimbursements, enter the dates of your trip. For non-travel reimbursements, enter the date of purchase.
- **Approver, Funding Source, Entity** and **Account** — these fields are optional. Complete if you know the cost approver and account information, or leave these fields blank.

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- *Start Time* and *End Time* — use the dropdown menus to select the start and end times. For travel reimbursements, select the times of your trip. For non-travel reimbursements, select the time of purchase.
- *Comment* — this field is optional. If necessary, enter additional information about the business purpose or notes about the report.
- *Starting Address* — use the dropdown menu to select your starting address. For travel reimbursements, choose *Home* or *Official Station* (your work location.) For non-travel reimbursements, choose *Non-Travel*.
- *Expense Destination Address* — enter the street and city of the destination address. For non-travel reimbursements, enter your work address.
- *Expense Destination State* — use the dropdown menu to select the destination state. For non-travel reimbursements, select the state of your work location.
- *Expense Destination Zip* — enter the destination zip code. For non-travel reimbursements, enter the zip code of your work location.
- *Requests* — if you submitted a prior request for this expense report, you will see it listed. Click on the request to select it then click *Add* and it will populate information on the report header.
- When finished, click *Next*.