Travel and Expense Reimbursement
Creating a New Expense Report

- Log in to Concur

Create a New Expense Report
To create a new expense report that does not include previous travel bookings:
- Start the report from the Quick Task Bar or the Expense button on the top menu bar.
- Before beginning your expense report, ensure that all of your receipts and supporting documentation are scanned separately and appear in the Available Receipts section of your Concur profile.

Complete the Expense Report Header
- Complete the required fields marked in red.
- For more information about the report header, refer to the quick tip sheet Completing the Expense Report Header.
- Click Next.
- In the pop up window, indicate if the report is a Travel Reimbursement:
  - For non-travel, click No.
  - For travel or a mileage reimbursement, click Yes.
- If you selected Yes, complete the Itinerary Information.
- If you selected No, enter your expenses.

For Travel Reimbursements, Complete Itinerary Information
- Itinerary Name — will be the same as the Report Name but you can change it here.
- Selection — choose Per Diem or Actuals.
- New Itinerary Stop — complete the required fields marked in red.
- Click Save, then click Next.
- For a Single Day Itinerary, click Go to Single Day Itinerary.
- Click Next.

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Creating A New Expense Report — Continued

For Travel Reimbursements, Complete Itinerary Information — Continued

- If you chose Per Diem, enter your Expenses & Adjustments.
- If you excluded a meal on a specific date, check the appropriate box.
- When finished, click Create Expenses.

Enter Your Expenses

- For both travel and non-travel reimbursements, add your expenses to the report.
- In the New Expense pane to the right of the screen, select and enter the appropriate expense types.
- For each expense, attach a receipt or supporting documentation if needed:
  - Click Attach Receipt or click Available Receipts.
  - Select and attach the appropriate image.
- After entering your expenses, correct any exceptions that indicate errors on the report.
- When complete, at the top right click Submit Report to send it for approval and reimbursement.

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