402B: Travel and Entertainment Expenses Concur

400: Accounting · https://milo.masseyservices.com/docs/402b-travel-and-entertainment-expenses-concur/

Subject: Travel and Entertainment Expenses Concur

Approved by: Jean Nowry

Effective Date: September 1, 2025

Last Reviewed Date: September 1, 2025

Policy Owner: V.P Finance and Accounting

Policy

Per policy 402, all requests for reimbursement are submitted through the Travel and Entertainment Expense Report in SAP Concur. Expenses can be submitted through Concur via mobile device or computer.

To complete a report in Concur using your mobile device:

1. Open the Concur app
2. Tap the Camera icon
3. Take a picture of your receipt(s)
4. Verify the amount and tap Done
5. Tap the Expense button at the bottom of the screen
6. Tap the + icon at the top of the screen
7. Tap Create New Report
8. Tap Create in the top-right corner
9. Tap the + icon at the top
10. Tap Expense List
11. Select the expense(s) you took a photo of

12. Tap Move to Report at the bottom
13. Fill in any missing required fields by selecting the expense
14. Make the necessary changes and save the expense
15. Go back to Reports
16. Repeat if necessary
17. Tap Submit
18. Confirm you want to Submit the report

To complete a report in Concur on your computer:

1. Open the Concur app on your mobile device
2. Tap the Camera icon
3. Take a picture of your receipt(s)
4. Verify the amount and tap Done
5. Log in to Concur on your computer
6. Click Available Expenses
7. Verify that your expense(s) are listed
8. Scroll up and click Create New Report
9. Input the Report Name
10. Click Create Report
11. Click Add Expense
12. Select from available expenses and choose the expense you want to include on the report
13. Click Add to Report
14. Fill in any missing required fields by selecting the expense
15. Make the necessary changes and save the expense
16. Repeat process for any remaining expenses
17. Click Submit Report
18. Click Submit Report

Downloads

Embedded media: https://milo.masseyservices.com/wp-content/uploads/2025/10/402B-Travel-Entertainment-Expenses-Concur-update-09262025.pdf

402B Travel & Entertainment Expenses Concur, update 09262025Download