

# Concur

## Creating an Expense Report from a Request and Returning Money to Chapman University

- 1) Select the "**Expense**" tab.
- 2) Select "**Create New Report**".

Or...

- 3) Select the "**New**" button.
- 4) Select "**Start a Report**"
- 5) Select the "**Add**" button to attach a request to the expense report.
- 6) Select the "**Request**" from the list and click "**Add**".
  - a. The request will auto populate most of the required information fields.
  - b. You will need to provide "**Business Purpose**" and "**Request ID**" before you can continue.

The Request ID info can be located in the Requests tab near the bottom of the page.

- 7) Click "**Next**" to continue.

A list of available cash advance will appear. If there are more than one available, then you will need to select the correct cash advance.

- 8) Click "**Next**" to continue.
- 9) Unless Per Diem is required, click "**No**" to continue.

Your cash advance will now show in the "**Outstanding Advance**" total.

- 10) Select the "**Expense Type**".
  - a. Once you add an expense line, the amount entered will automatically deduct from the "**Outstanding Advance**" total.

If you submit the report without zeroing out the "**Outstanding Advance**", you will get an error message.

- 11) Click "**Cancel**" to go back and return the remaining balance for the "**Outstanding Advance**".
- 12) Select "**Cash Advance Return**" located in the "**Expense Type**" menu.
- 13) Enter the amount of the "**Cash Advance**" being returned and click "**Save**".
- 14) Make sure all necessary receipts are attached and the "**Outstanding Advance**" is showing \$0.00.

Cash Advance Return receipts are provided at the Cashier's office.

- 15) Click "**Submit Report**" to continue.
- 16) Click "**Accept & Submit**" on the Final Review message.

You will get a summary report of the expense request submission.

All Done!