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!