## **Concur Travel and Expense Management**

Creating a Goods and Services Expense Report



SAP Concur 🖸 Requests Expense	Support   Help <del>v</del>
DELAWARE,	++000700Start a RequestStart a ReportUpload ReceiptsAuthorization RequestsAvailable ExpensesOpen Reports
TASKS	
Open Requests User currently has no active requests.	07       Available Expenses       →         01/01       KEEN COMP. GAS-CORPOR \$30.75       >         12/21       KEEN COMP. GAS-CORPOR \$23.50       >         12/21       KEEN COMP. GAS-CORPOR \$258.83       >         12/21       KEEN COMP. GAS-CORPOR 
• To begin, lo • Click on the	og into <b>udel.edu/concur</b> using your UD credentials
Service Status (US2)	



SAP	Concur 🖸	Requests	Expense					Support	Help 🗸		
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REPO	REPORT LIBRARY View: Active Reports V										
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	SAP Concur C Requests		Support   Help▼
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Gas cylinder rentals for labs	/	Project ID UD U       Y     Search by Code	Search by Code       Jser Field       Search by Code
Work Order #             Y         Search by Code          Comments To/From Approvers			
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	<ul><li>Selection</li><li>Com</li><li>Click</li></ul>	ct <b>Goods and Services</b> as the Expense Report Ty plete the required fields marked with a <sup>*</sup> & <b>Save</b>	Cancel Create Report
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December Expenses \$390.78       Deter Report       Copy Report       Submit Report         Not Submitted   Report Number: C8F6WG       Report Details ♥ Print/Share ♥ Manage Receipts ♥ Travel Allowance ♥       More to ♥       View: Standard         Add Expense       Edit       Deter       Copy       Allocato       Combine Expenses       More to ♥       View: Standard         Alerts %       Receipt %       Payment Type %       Expense Type %       Vendor Details %       Date ♥       Requested         ●       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       01/01/2023       Allocato         ●       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/21/2022       S238         •       ●       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/13/2022       S237         •       ●       ●       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/13/2022       S377         •       ●       ●       ●       ●       ●       Laboratory       KEEN COMP GAS-CORPOR       12/13/2022       S377         •       ●       ●       ●       ●       ●       ●       ●       12/13/2022       S377         •       ● </th <th>December Expenses \$390.78       Detec Report Number: C8F6WG         Report Details       Print/Share       Manage Receipts       Tavel Allowance          Add Expense       Edit       Detec       Copy       Allocate       Combine Expenses       More to        View:       Standard         Alores 11       Receipt 12       Perment Type 11       Expense Type 11       Vendor Details 11       Date        Requested         Image: Details       Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       01/01/2023       S30, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       12/21/2022       S256, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       12/21/2022       S256, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       12/21/2022       S256, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       12/21/2022       S256, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       12/13/2022       S277, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR</th> <th>g</th> <th>Alerts: 7</th> <th></th> <th></th> <th></th> <th></th> <th>×</th>	December Expenses \$390.78       Detec Report Number: C8F6WG         Report Details       Print/Share       Manage Receipts       Tavel Allowance          Add Expense       Edit       Detec       Copy       Allocate       Combine Expenses       More to        View:       Standard         Alores 11       Receipt 12       Perment Type 11       Expense Type 11       Vendor Details 11       Date        Requested         Image: Details       Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       01/01/2023       S30, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       12/21/2022       S256, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       12/21/2022       S256, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       12/21/2022       S256, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       12/21/2022       S256, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR       12/13/2022       S277, Allocate         Image: Details       UD Credit Card       Laboratory       KEEN COMP: GAS-CORPOR	g	Alerts: 7					×
Report Details v Print/Share v Manage Receipts v Travel Allowance v         Add Expense       Edit       Delete       Copy       Allocate       Combine Expenses       Move to v       View: Standard         Alerts ↑1       Receipt ↑1       Payment Type ↑1       Expense Type ↑1       Vendor Details ↑1       Date ▼       Requested         Image: Print/Share v       Image: Print/Share v       VID Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       01/01/2023       S300         Image: Print/Share v       VID Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/21/2022       S258         Image: Print/Share v       VID Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/21/2022       S258         Image: Print/Share v       VID Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/21/2022       S258         Image: Print/Share v       VID Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/21/2022       S258         Image: Print/Share v       VID Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/13/2022       S277         Image: Print/Share v       VID Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/13/2022       S278         Image: Print/Share v       VID Credit Card       La	Report Details       Print/Share       Manage Receipts       Travel Allowance          Add Expense       Edit       Delete       Copy       Allocate       Combine Expenses       Move to ∨       View:       Standard         Add Expense       Edit       Delete       Copy       Allocate       Combine Expenses       Move to ∨       View:       Standard         Add Expense       Laboratory       KEEN COMP. GAS-CORPOR       01/01/2023       330, Allocat         O       ①       ①       ①       UD Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/21/2022       \$225.8, Allocat         O       ①       ①       UD Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/21/2022       \$23.3, Allocat         O       ①       UD Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/21/2022       \$23.3, Allocat         O       ①       ÚD Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/21/2022       \$23.3, Allocat         O       ①       ÚD Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/13/2022       \$37.7, Allocat         O       ①       ÚD Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/13/2022       \$37.7, Allocat <td>D ( Not</td> <td>ecembe Submitted   F</td> <td>er Expenses \$390.7 Report Number: C8F6WG</td> <td>8</td> <td>Delete</td> <td>Report Copy Report</td> <td>Submit Repo</td>	D ( Not	ecembe Submitted   F	er Expenses \$390.7 Report Number: C8F6WG	8	Delete	Report Copy Report	Submit Repo
Add Expense       Edit       Delete       Copy       Allocate       Combine Expenses       Move to ∨       View:       Standard         □       Alerts ↑↓       Receipt ↑↓       Payment Type ↑↓       Expense Type ↑↓       Vendor Details ↑↓       Date ▼       Requested         □       ④       ①       ①       ①       Laboratory       KEEN COMP. GAS-CORPOR       01/01/2023       \$330         □       ④       ①       UD Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/21/2022       \$258         □       ●       ①       UD Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/21/2022       \$233         □       ●       UD Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/21/2022       \$238         □       ●       UD Credit Card       Laboratory       KEEN COMP. GAS-CORPOR       12/13/2022       \$77         □       ●       ●       ●       ●       ●       ●       ●       2377         □       ●       ●       ●       ●       ●       ●       ●       ●       ●         ■       ●       ●       ●       ●       ●       ●       ●       ●       ●       ● </td <td>Add Expense       Edit       Delete       Copy       Allocate       Combine Expenses       Move to ∨       View:       Standard         □       Alerts 1,       Receipt 1,       Payment Type 1,       Expense Type 1,       Vendor Details 1,       Date ▼       Requested         □       0       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       01/01/2023       \$330, Alloca         □       0       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/21/2022       \$258, Alloca         □       0       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/21/2022       \$233, Alloca         □       0       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/13/2022       \$233, Alloca         □       0       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/13/2022       \$377, Alloca         1       0       ①       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/13/2022       \$370, Alloca         1       0       ①       ①       ①       D       Card       S330, Alloca<!--</td--><td>Rep</td><td>oort Details 🗸</td><td>Print/Share V Manage Receipts V</td><td>Travel Allowance 🗸</td><td></td><td></td><td></td></td>	Add Expense       Edit       Delete       Copy       Allocate       Combine Expenses       Move to ∨       View:       Standard         □       Alerts 1,       Receipt 1,       Payment Type 1,       Expense Type 1,       Vendor Details 1,       Date ▼       Requested         □       0       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       01/01/2023       \$330, Alloca         □       0       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/21/2022       \$258, Alloca         □       0       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/21/2022       \$233, Alloca         □       0       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/13/2022       \$233, Alloca         □       0       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/13/2022       \$377, Alloca         1       0       ①       ①       ①       UD Credit Card       Laboratory       KEEN COMP GAS-CORPOR       12/13/2022       \$370, Alloca         1       0       ①       ①       ①       D       Card       S330, Alloca </td <td>Rep</td> <td>oort Details 🗸</td> <td>Print/Share V Manage Receipts V</td> <td>Travel Allowance 🗸</td> <td></td> <td></td> <td></td>	Rep	oort Details 🗸	Print/Share V Manage Receipts V	Travel Allowance 🗸			
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Receipts are <i>required</i> for all expenses \$25 or more • To add a receipt, click on the receipt icon (present only on expenses \$25 or more) <u>or</u> • Select the expense to open the expense details	<ul> <li>Receipts are <i>required</i> for all expenses \$25 or more</li> <li>To add a receipt, click on the receipt icon (present only on expenses \$25 or more) or</li> <li>Select the expense to open the expense details</li> </ul>	TYOF						
Receipts are <i>required</i> for all expenses \$25 or more • To add a receipt, click on the receipt icon (present only on expenses \$25 or more) or • Select the expense to open the expense details	<ul> <li>Receipts are <i>required</i> for all expenses \$25 or more</li> <li>To add a receipt, click on the receipt icon (present only on expenses \$25 or more) or</li> <li>Select the expense to open the expense details</li> </ul>	KE.				13		

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Alerts: 2							~
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KEEN COMP. GAS-CO	ORPOR	• •		· / -	<u>^</u>		
Payment Type					Add Receipt	<u>۱</u>	
UD Credit Card				Click to upload or drag an Valid file types for upload	nd drop files to upload a ne I are .png, .jpg, .jpeg, .pdf,	ew receipt. tif or .tiff.	
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12/13/2022				PAX:(302) 292-2217	Vilmington DE 19850-5; (302) 594-4542 FAX:(3) *SN H U OF D	151 12) 594-4567
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			UD Credit Card	Laboratory	KEEN COMP. GAS-CORPOR	12/21/2022	\$23.50 Allocated
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## Resources

Procurement Services procurement@udel.edu

