



UNIVERSITY OF
SOUTH ALABAMA

SAP Concur



What do you need to do?

Create a Request

1. Log into Concur.
2. Click on **Requests** at the top of the screen.
3. Click **Create New Request**.
4. Complete all required fields on the Request Header as indicated by the **red lines**.
5. Click on the **Segments** tab if you have any airfare, hotel, rail, or car rental for this request and enter them here.
6. Click on the **Expenses** tab and enter any other expenses you are anticipating.
7. Once you have all of your estimated expenses entered, click **Submit Request**.

Create a Travel Expense report

1. Log into Concur.
2. Click on **Expense** at the top of the screen.
3. Click **Create New Report**.
4. In the dropdown field "**Report Type**", select **USA Travel Policy**.
5. Complete all required fields on the Report Header as indicated by the **red asterisks**.
6. Click **Create Report**.
7. Click the **Report Details – Manage Requests** and **Add**.
8. Select the appropriate request and Click **Add to report**.
9. Click **Add Expense** to add expenses to the report and attach all required documentation.
10. Once you have all your expenses and required documentation assigned to the report click **Submit Report**.

Create a P-Card Expense report

1. Log into Concur.
2. Click on **Expense** at the top of the screen.
3. Click on **Create New Report**.
4. In the dropdown field "**Report Type**", select **USA Procurement Policy**.
5. Complete all required fields on the Report Header as indicated by the **red asterisks**.
6. Click **Create Report**.
7. Click **Add Expense** to add expenses to the report.
8. Assign each charge an Expense Type and Purpose.
9. Attached required invoice/receipt to each charge.
10. Once you have all the charges assigned to this report you wish to have assigned click **Submit Report**.

Methods for attaching receipts located on the back of this page.

Methods for uploading documents to your Concur “Available Receipts”

1. Email attachment(s) or scan document(s) to receipts@concur.com from your USA email account.
2. Use the Concur mobile app to take pictures of your receipts/documentation.

You can also scan receipt(s)/document(s) to your computer. This method does not save it to the “Available Receipts” however, it allows you to select these documents for your report.

Attaching documents to Expense line items in your Concur report via “Available Receipts” or your Computer

1. Select the **Expense** to which you need to attach a receipt.
2. Select the **Attach Receipts Receipt Image** at the right.
3. Check the box next to the receipt you have uploaded to **Available Receipts**.
OR
4. Click **Upload Receipt Image** and find the receipt/document you saved to your computer.
5. Click **Attach**.
6. Click **Save Expense**.

Attaching documents to your Concur report as a whole, e.g. a document pertaining to the entire report not an individual line item

1. Select the **Manage Receipts**.
2. Click **Manage Attachments**.
3. Click **Append** and locate the receipts/documents you wish to add then click Open.
4. Click anywhere on the screen to **close** the open manage attachments box.

For assistance with travel please contact Charisse Armstrong @ 460-6870 and for P-card reporting Shantarry Norris-Griggs @ 460-6646. Main office: 460-6242. More information is available @ <https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>