

5/10/2022

Submitting An Expense Report

Submitting An Expense Report

If you created an expense report that you no longer need, you can delete the report.

1. After reviewing your expenses and attaching your receipts, click Submit Report your report for approval

The screenshot shows the SAP Concur Expense Report interface. At the top, there is a navigation bar with 'SAP Concur', 'Requests', 'Expense', 'Approvals', and 'App Center'. A user profile icon is visible in the top right. Below the navigation bar, there are tabs for 'Manage Expenses' and 'View Transactions'. The main content area displays the report title 'Columbia, SC \$100.00' and a status of 'Not Submitted'. A large blue button with a right-pointing arrow and the text 'Click Submit Report.' is prominently displayed, with a red 'Submit Report' button next to it. Below this, there are several action buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A table below these buttons lists the expense details:

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Employee Paid	Lodging/Hotel Attendees (1)	Airbnb Columbia, South Carolina	11/24/2021	\$100.00 Itemized
					\$100.00

2. Once you submit the report, click Accept & Continue on the Employee Electronic Agreement page

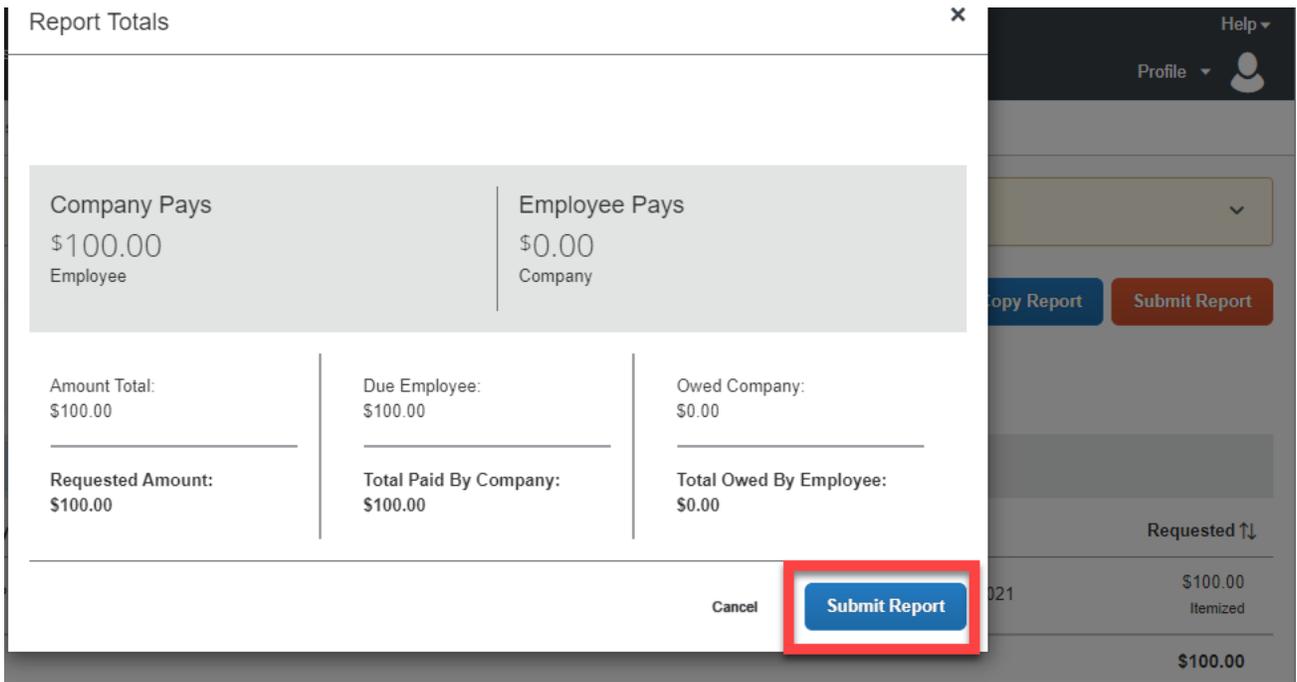
The screenshot shows the 'Employee Electronic Agreement' dialog box overlaid on the expense report interface. The dialog box contains the following text:

By clicking on the 'Accept & Submit' button, I certify that:

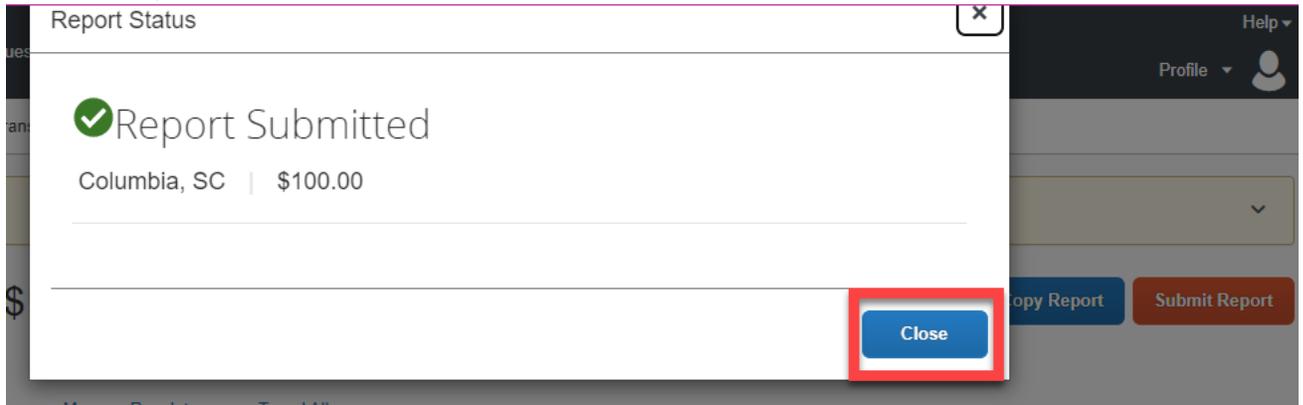
1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Accept & Continue'. The 'Accept & Continue' button is highlighted with a red box.

3. In the Report Totals window, click Submit Report.



- Review the report status, and then click Close.



- The report is submitted, and its status is listed in the Reports list. From this page, you can check the status of any submitted report.

