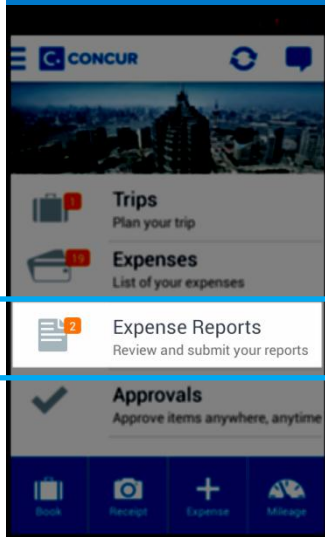


Doing expenses with Concur mobile

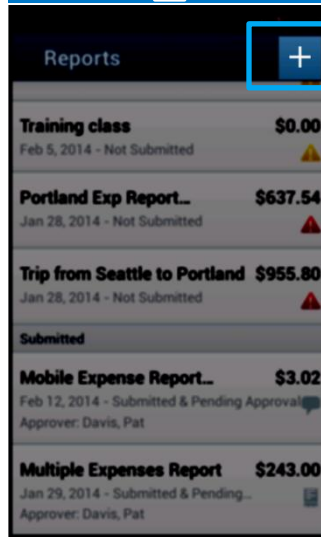
Create a new Expense Report – and submit an expense report

These instructions are starting from the Home and Reports screen.


1. On the home screen, tap **Expense Reports**

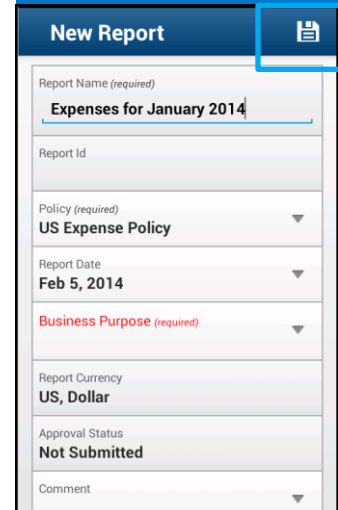


2. On the **Reports** screen, tap 



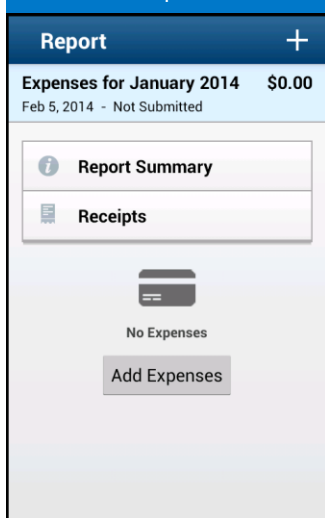
3. On the **New Report** screen

- Concur provides a report name. Change it if desired
- Fill in the fields and make the desired selections
- Tap  to save



4. On the **Report** screen:

- Enter your expenses
- Attach receipts



Note: When you have finished entering all expenses, attaching all receipts and are ready to submit your expense report, you can do so from the Report screen.

5. On the **Report** screen, tap submit

