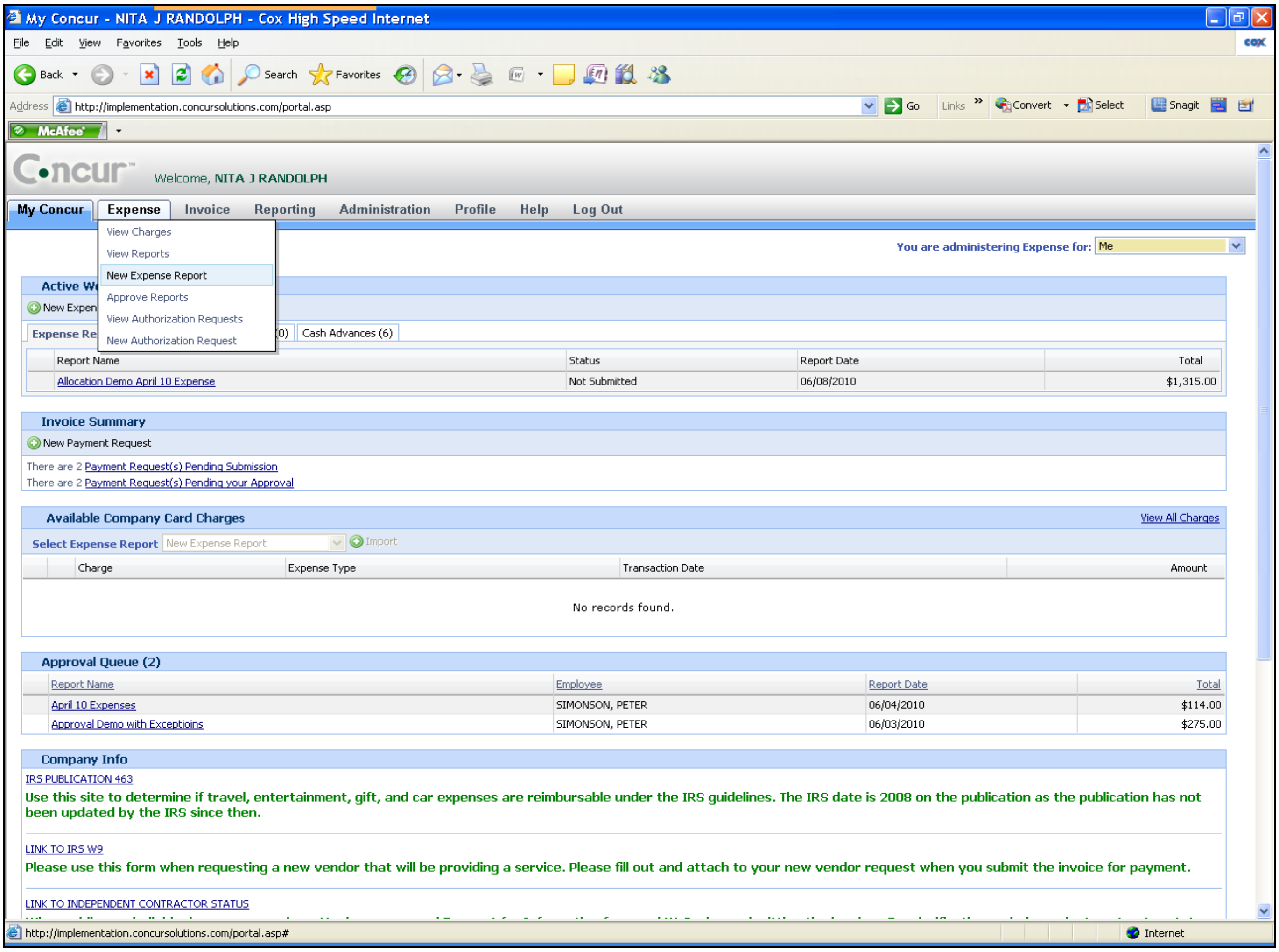
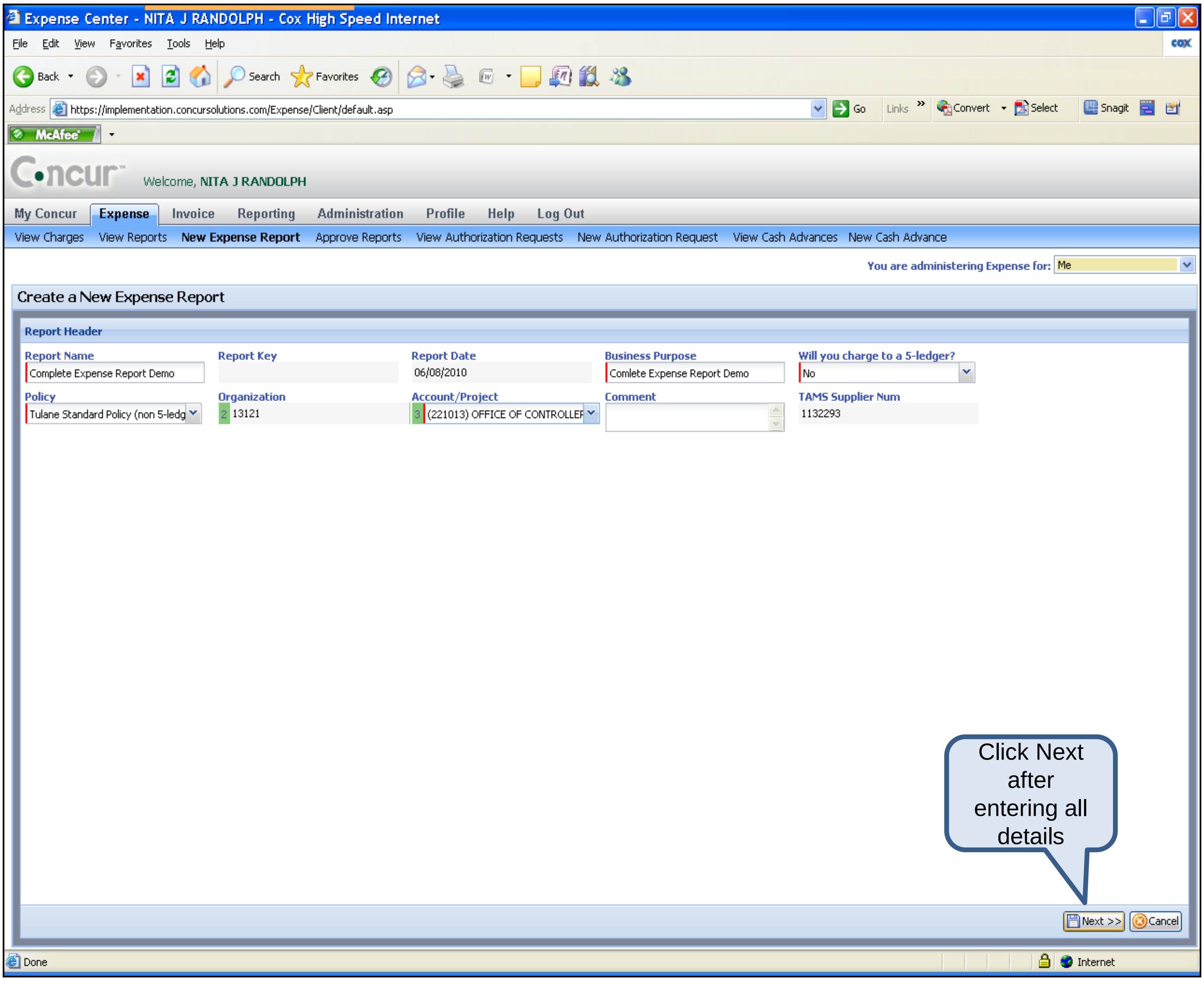
Creating the Expense Report



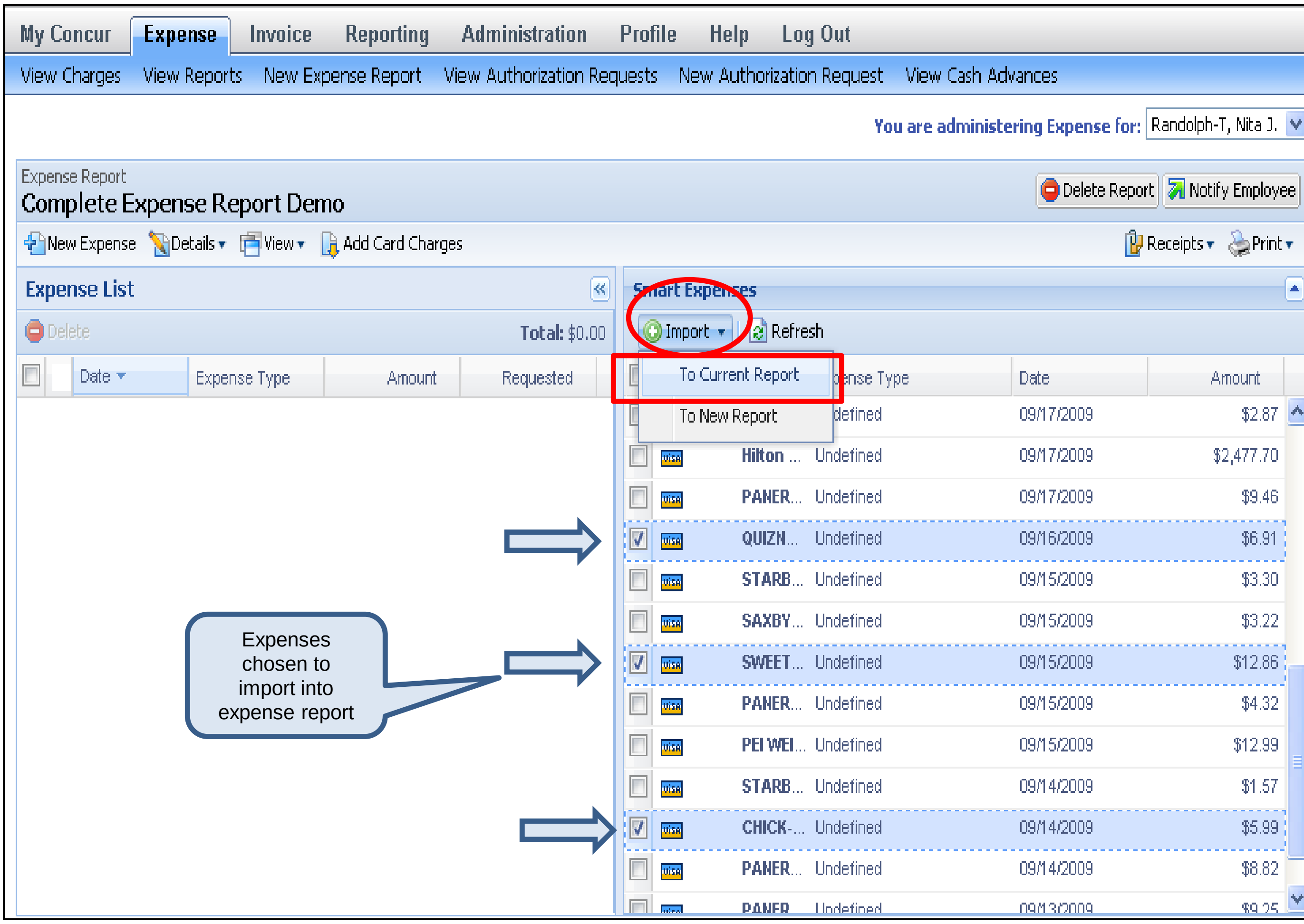
- Log into Concur via Gibson Online
- Click the Expense Tab and then New Expense Report

Creating the Expense Report



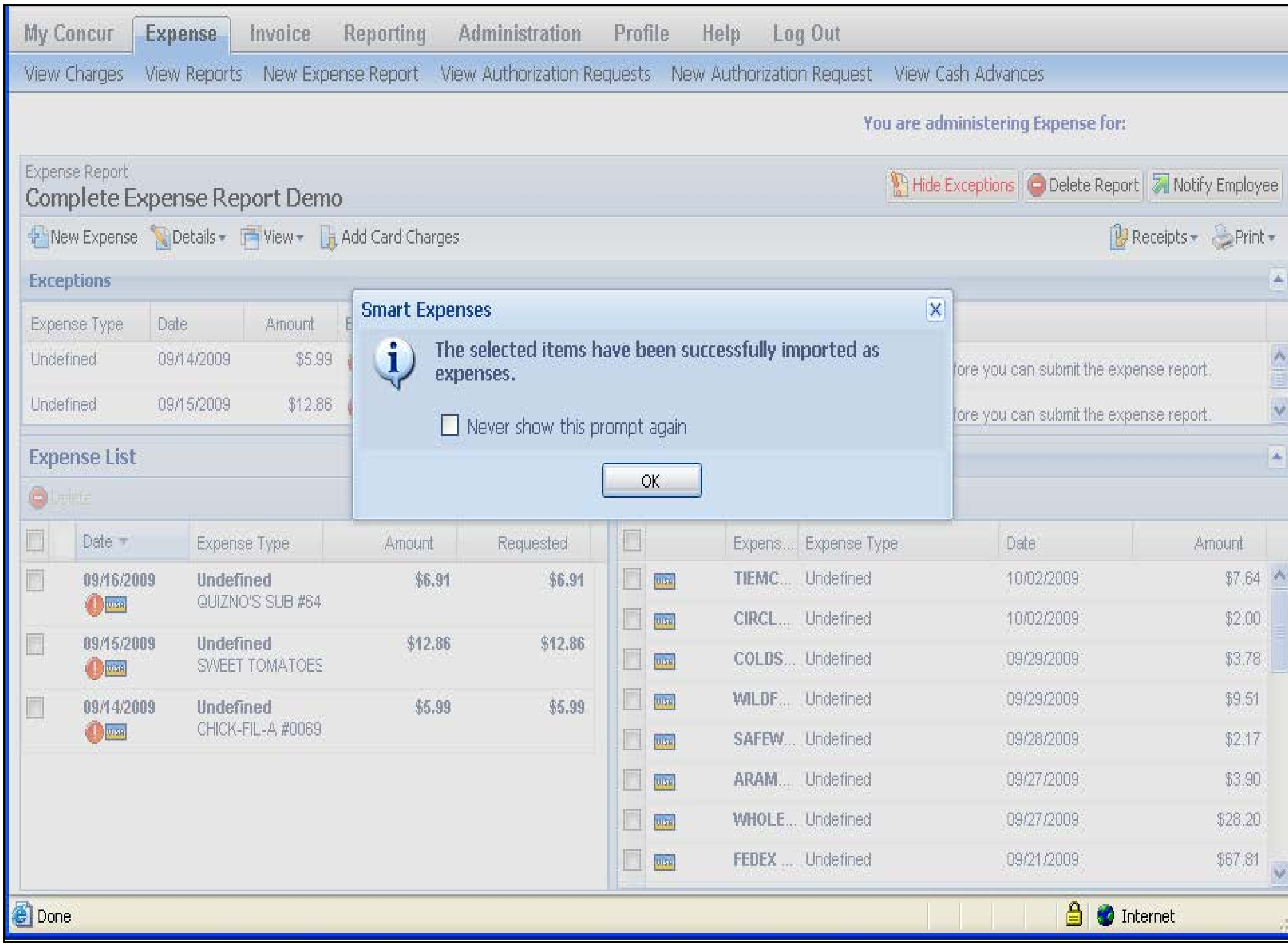
- Fill in all details required on report header
- Click Next
- When the dialogue box appears asking “Will this report include Travel Allowances,” choose either Yes or No, depending on whether you will have per diem expenses on this report

Importing T&E Corporate Card Expenses to Expense Report



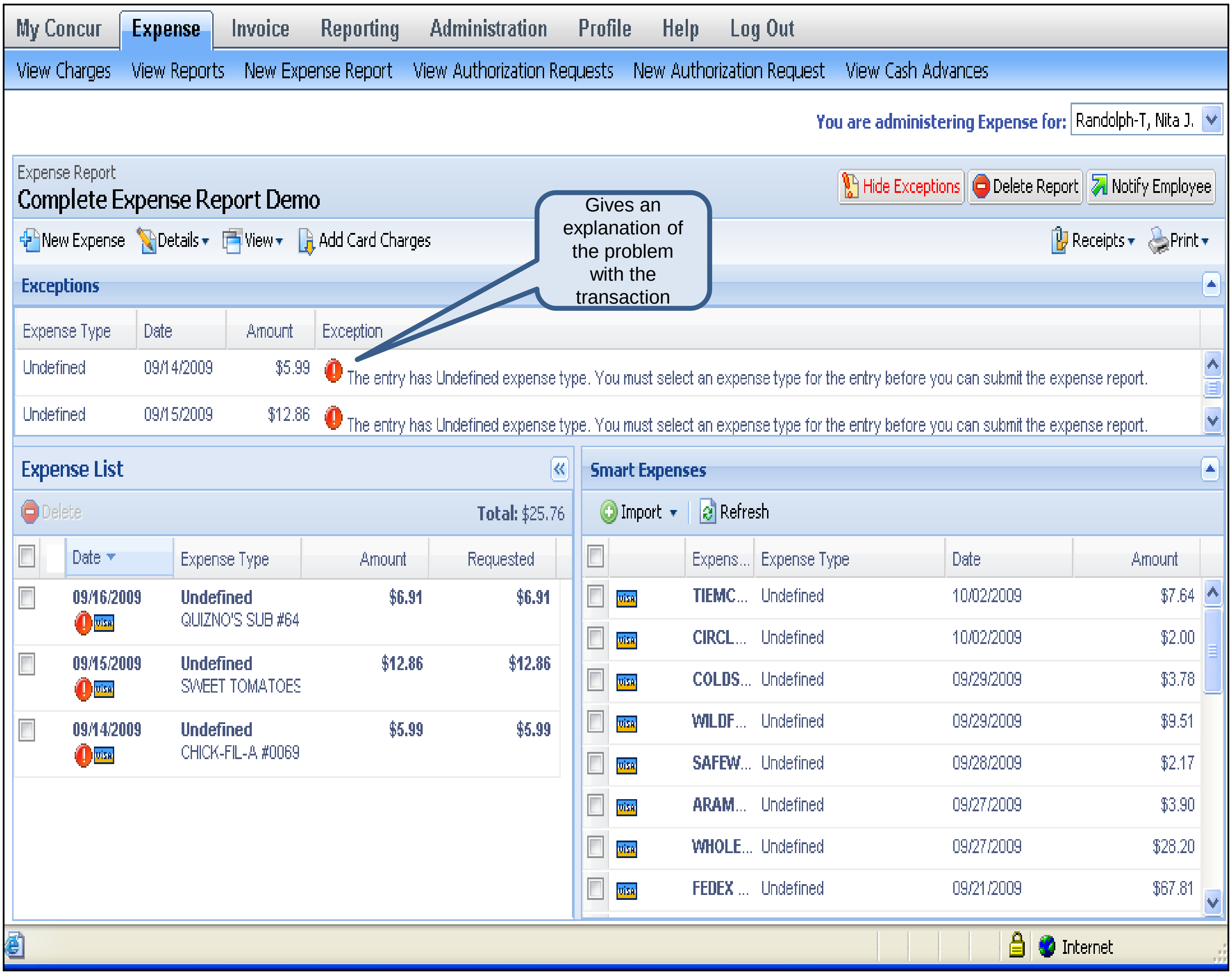
- The very first pane that will show up on your expense report is the Smart Expenses pane if you have outstanding corporate card charges in the Concur system
- You will click on the expenses that are applicable to the current report you are working on
- Then click Import
- Choose To Current Report

Importing T&E Corporate Card Expenses to Expense Report



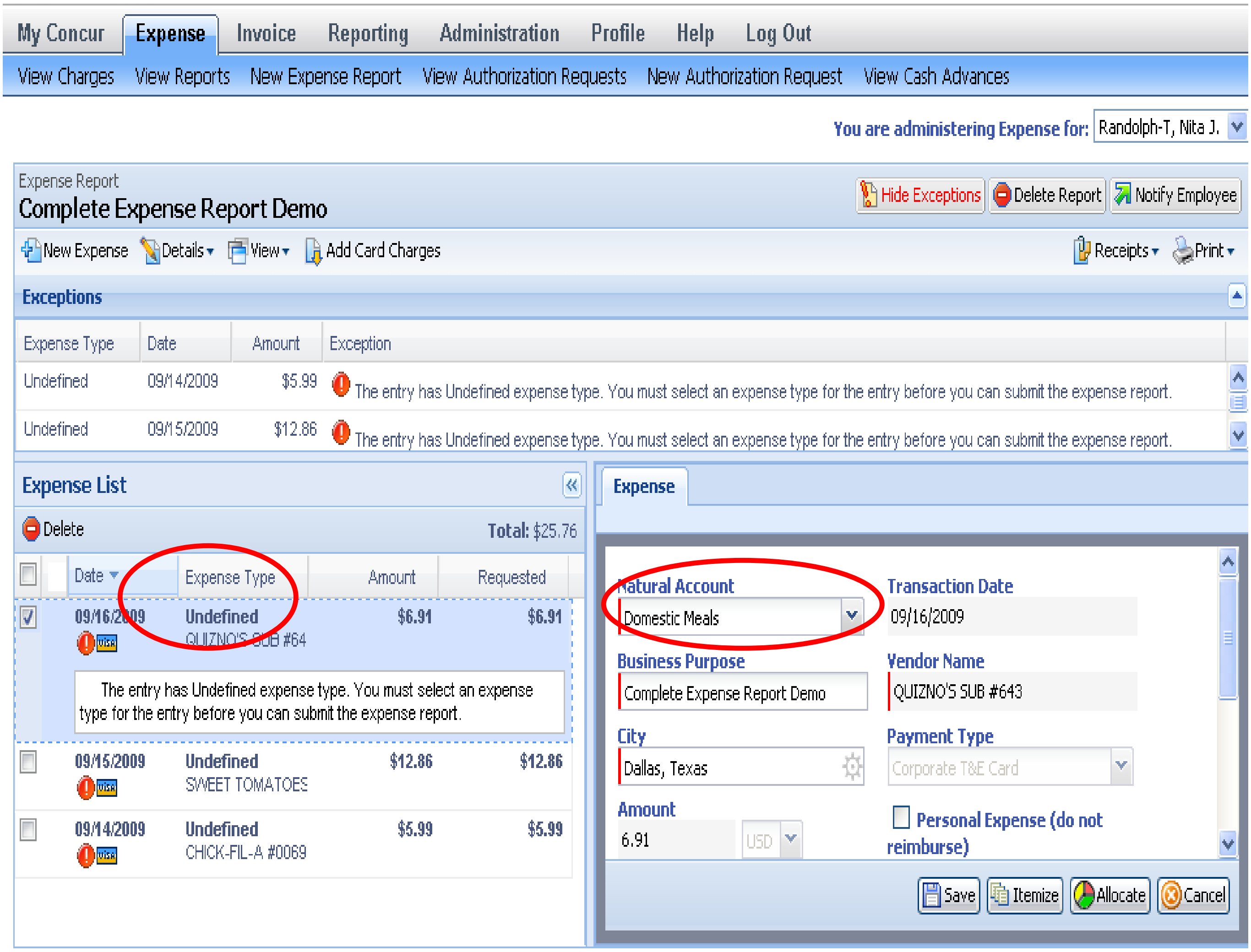
- After clicking on Import to Current Report, this screen appears stating the transactions have been imported successfully
- Click OK

Importing T&E Corporate Card Expenses to Expense Report



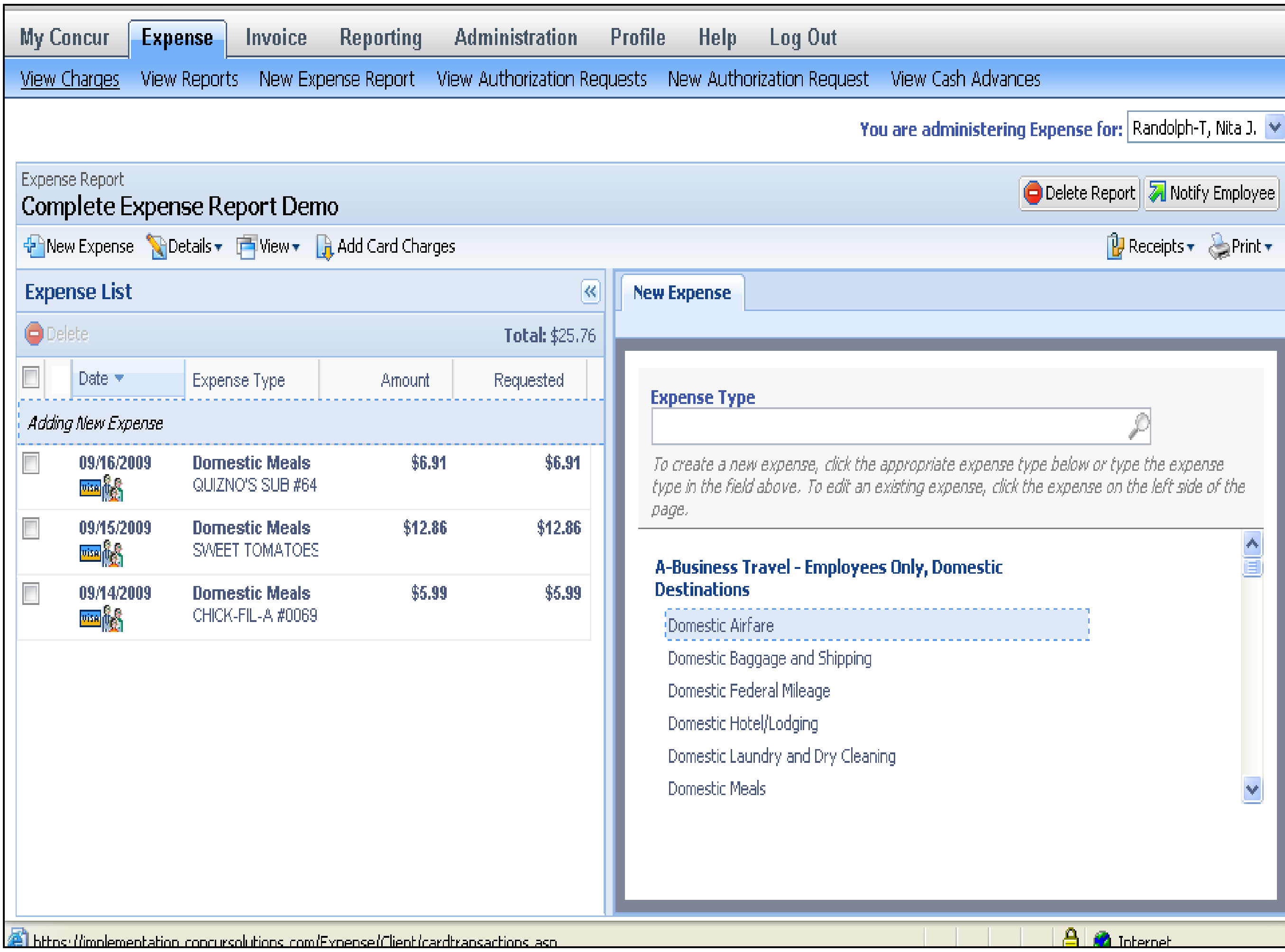
- The corporate card charges now appear in the Expense List of the report
- Correcting the red icons will be explained on the next page

Importing T&E Corporate Card Expenses to Expense Report



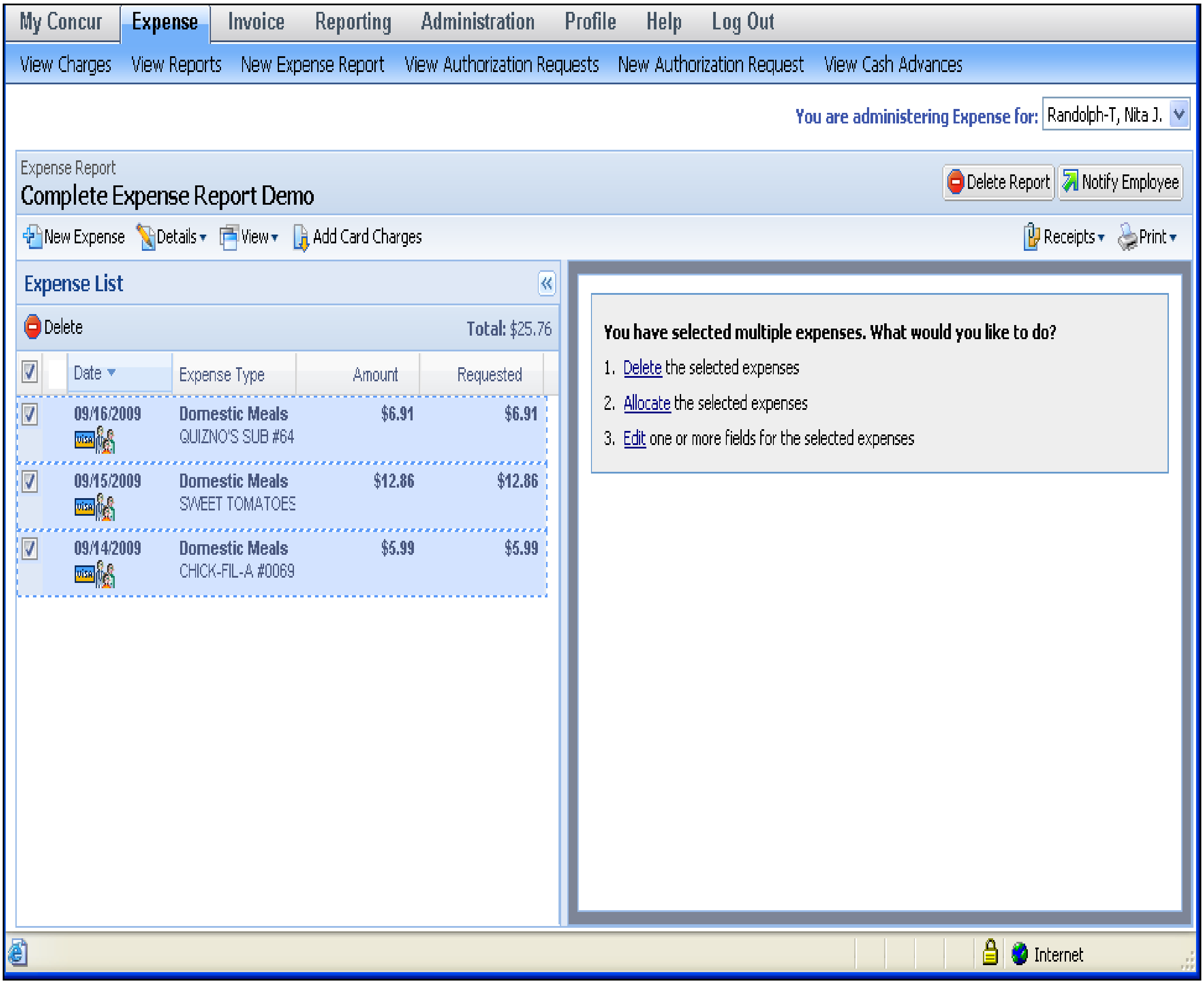
- The red icons indicate that there is a problem to be resolved with the transactions
  - Many times an expense will come over as an “Undefined” expense type because the system can’t determine the expense type based on the vendor imported from the corporate card
  - Double click on the expense, choose the correct Expense Type and click Save.
  - If you receive a “city error,” it is usually because the state is abbreviated and the system doesn’t recognize state abbreviations (i.e. Incorrect: Dallas, TX; Correct: Dallas, Texas)

Importing T&E Corporate Card Expenses to Expense Report



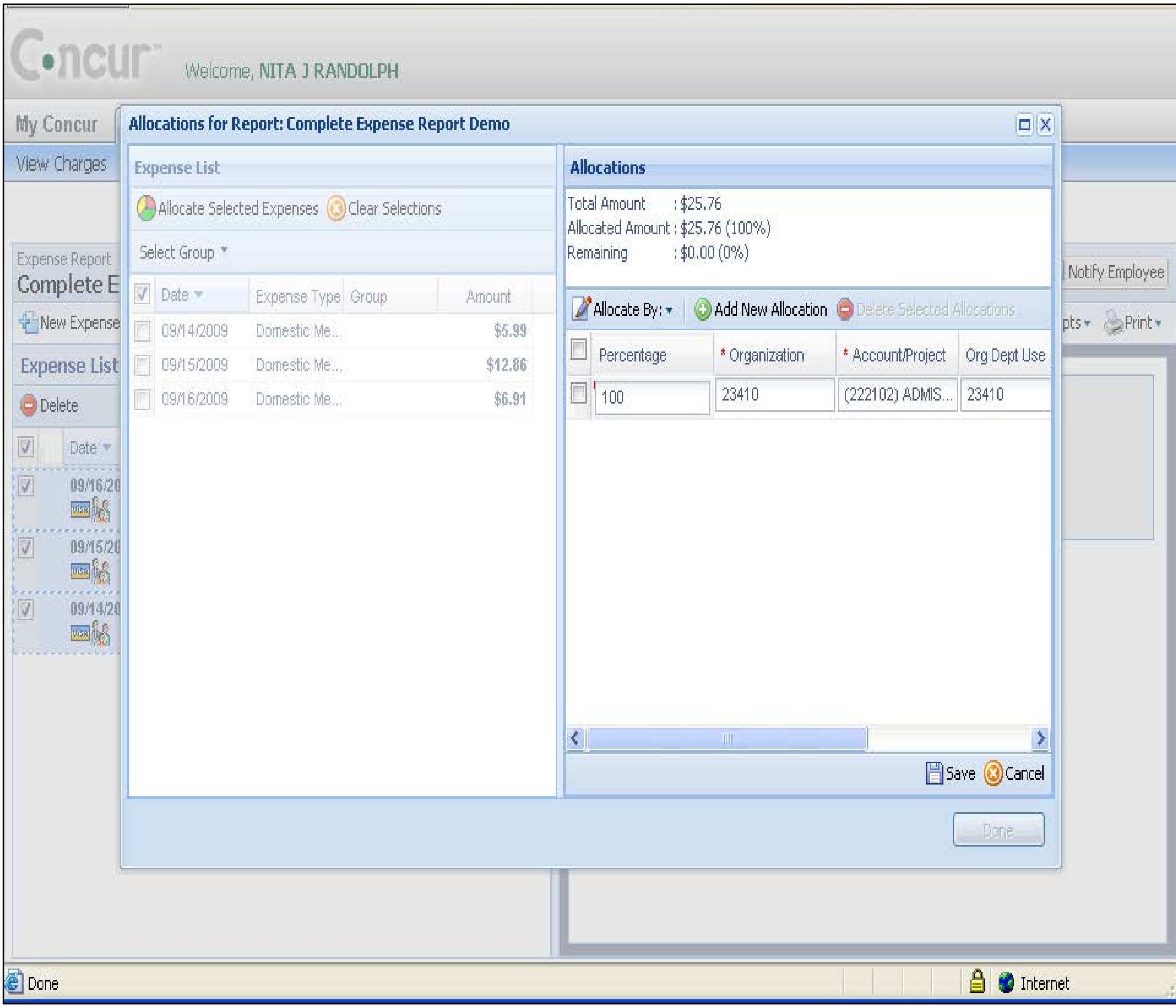
- Once you have corrected all of your expense types on the imported corporate card transactions, you will no longer see the red exception icons
- The corporate card icon will appear along with the expense type

Allocating Corporate Card Expenses



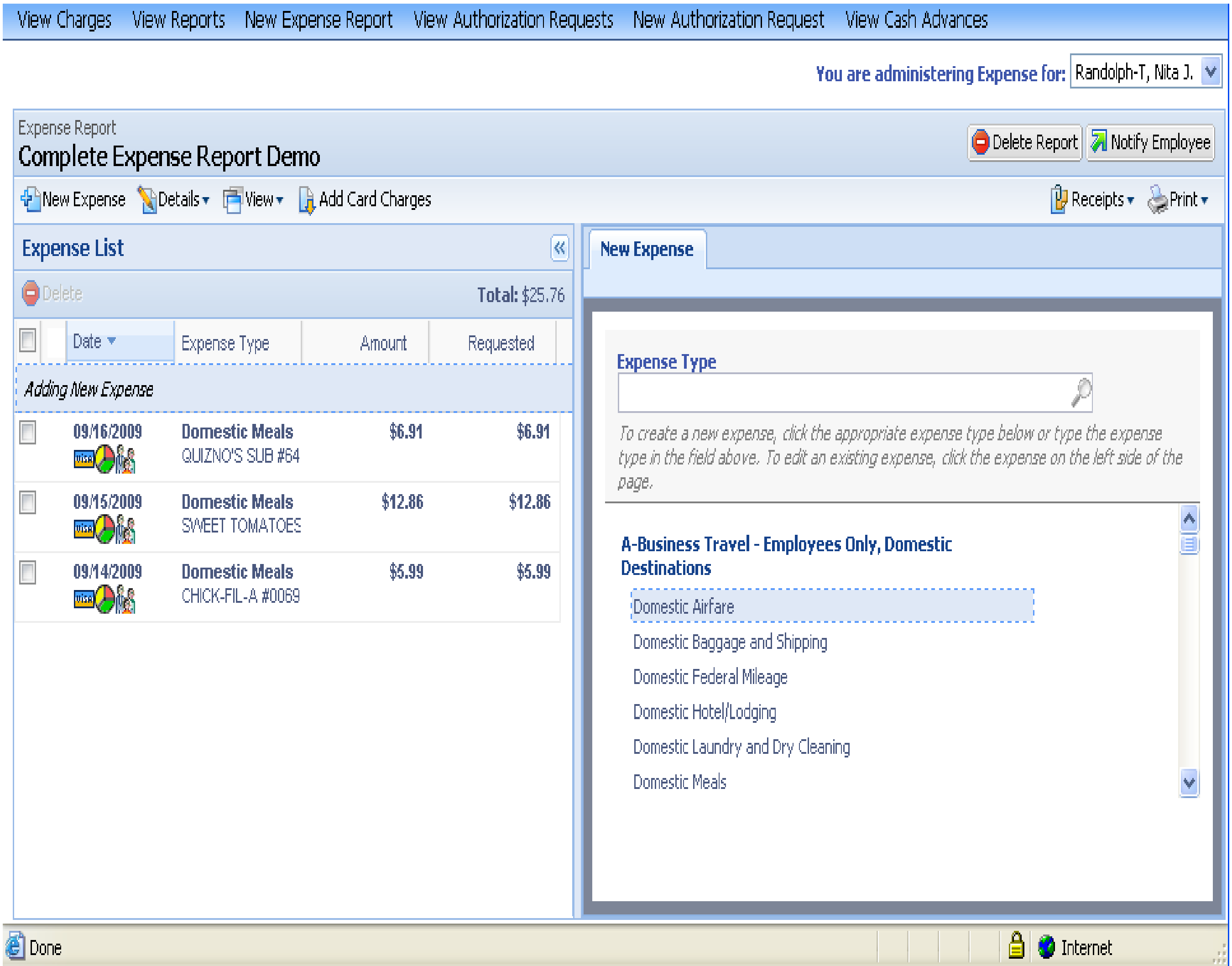
- Now you can allocate your corporate expenses
- If you are allocating all expenses to the same account(s), you click in the “choose all” box next to the date field
- Click ‘Allocate the selected expenses’

Allocating Corporate Card Expenses



- The allocation screen appears in which you can allocate by amount or percent, add new allocations to charge additional accounts, or change the default allocation
- If you want to use the default allocation, click in the box next to 100% (See Allocating Expenses manual for details on this process)
- Once finished allocating, click Save
- Click Done

Allocating Corporate Card Expenses



- Once you have allocated your corporate charges, the allocation icon appears
- You are now ready to add the rest of the expenses for the trip by choosing your next expense type (See Creating an Expense and Reimbursement manual for details on this process)