



How to Import Smart Expenses Into Your Expense Report

1. Use the **My Concur** tab and the **Active Work** section or the **Expense** tab and **View Reports**.
2. Click on an existing Expense Report to open it.

Active Work				
New Expense Report View Reports				
Expense Reports (1) Cash Advances (0)				
Report Name	Status	Payment Status	Report Date	Requested Amount
Training April 2013 Training Test	Not Submitted	Not Paid	06/05/2013	\$0.00

The Expense Report Opens

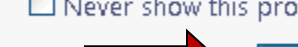
My Concur	Travel	Expense	Reporting	Administration	Profile
View Charges	View Reports	New Expense Report	View Receipt Store	View Cash Advances	New Cash Advance
Training April 2013 Delete Report Submit Report					
New Expense Import Details Receipts Print / Email					
Expenses Delete Copy View			New Expense Receipt Store		
<input type="checkbox"/>	Date	Expense	Amount	Requested	
Adding New Expense					
To create a new expense, click the appropriate expense type below or type the expense type in the field					


3. Click on the **Import** tab to open the **Smart Expense** window
 - a) Click on the check box next to the expenses you wish to add to this expense report
 - In our example we are selecting two of the four Smart Expenses
 - These items could be airfare, hotel, car rental or Travel Agency Fees.
 - **Note:** If you cancelled a trip, you must still import the Travel Agency Fee. The agency fee is not waived if you cancel a trip.

My Concur	Travel	Expense	Reporting	Administration	Profile																									
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Training April 2013 Delete Report Submit Report																														
New Expense Import Details Receipts Print / Email																														
Expenses Delete Copy View			Smart Expenses All Cards Import Match Unmatch Delete																											
<input type="checkbox"/>	Date	Expense	Amount	Requested																										
Adding New Expense																														
<table><tr><th><input type="checkbox"/></th><th>Expense Detail</th><th>Expense</th><th>Date</th><th>Amount</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Alaska Airlines Inc...</td><td>Airfare</td><td>04/18/2013</td><td>\$471.80</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Travel, Inc. Duluth</td><td>For Travel Agent</td><td>04/16/2013</td><td>\$9.02</td></tr><tr><td><input type="checkbox"/></td><td>Travel, Inc. Duluth</td><td>For Travel Agent</td><td>04/16/2013</td><td>\$9.02</td></tr><tr><td><input type="checkbox"/></td><td>US Airways</td><td>Airfare</td><td>04/16/2013</td><td>\$414.80</td></tr></table>						<input type="checkbox"/>	Expense Detail	Expense	Date	Amount	<input checked="" type="checkbox"/>	Alaska Airlines Inc...	Airfare	04/18/2013	\$471.80	<input checked="" type="checkbox"/>	Travel, Inc. Duluth	For Travel Agent	04/16/2013	\$9.02	<input type="checkbox"/>	Travel, Inc. Duluth	For Travel Agent	04/16/2013	\$9.02	<input type="checkbox"/>	US Airways	Airfare	04/16/2013	\$414.80
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<input type="checkbox"/>	US Airways	Airfare	04/16/2013	\$414.80																										

- b) Click on the **Import** tab in the **Smart Expenses** box
 - o If you clicked on the drop down arrow in the Import Tab here you will see two options
 - To New Report
 - To Current Report
 - **Select To Current Report**

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- My Concur Travel Expense Reporting Administration Profile
- View Charges **View Reports** New Expense Report View Receipt Store View Cash Advances New Cash Advance
- Training April 2013 Delete Report Submit Report
- New Expense Import Details Receipts Print / Email
- Expenses** Delete Copy View
- ☐ **Date** **Expense** **Amount** **Requested**
- Adding New Expense
- Smart Expenses** Import Match Unmatch Delete
- ☐ **Expense** **Date** **Amount**
- Corporate Card Charge
- | | | | | |
|-------------------------------------|----------------------|------------------|------------|----------|
| <input checked="" type="checkbox"/> | Alaska Airlines Inc. | Airfare | 04/18/2013 | \$471.80 |
| <input checked="" type="checkbox"/> | Travel, Inc. Duluth | For Travel Agent | 04/16/2013 | \$9.02 |
| <input type="checkbox"/> | Travel, Inc. Duluth | For Travel Agent | 04/16/2013 | \$9.02 |
| <input type="checkbox"/> | US Airways | Airfare | 04/16/2013 | \$414.80 |

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- d) If you see a Red Exception Flag  on any expense, you must resolve the issue or the expense report cannot be submitted
- o Click on the item with the red flag you wish to correct

My Concur

Travel

Expense

Reporting

Administration

Profile

View Charges

View Reports

New Expense Report

View Receipt Store

View Cash Advances

New Cash Advance

Training April 2013

Delete Report

Submit Report

New Expense

Import

Details

Receipts

Print / Email

Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Airfare	04/18/2013	\$471.80	This expense has no matching travel reservation. Please import trips and apply the booking or use the expense report comments to explain why there was no reservation made for this expense.

Expenses

Delete

Copy

View

Smart Expenses

	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	04/18/2013	Airfare Alaska Airlines Inc. S	\$471.80	\$471.80
<input type="checkbox"/>	04/16/2013	For Travel Agent Travel, Inc., Duluth,	\$9.02	\$9.02

All Cards

Import

Match

Unmatch

Delete

	Expense Detail	Expense	Date	Amount	
Corporate Card Charges					
<input type="checkbox"/>		Travel, Inc. Duluth	For Travel Agent	04/16/2013	\$9.02
<input type="checkbox"/>		US Airways	Airfare	04/16/2013	\$414.80

TOTAL AMOUNT

\$480.82

TOTAL REQUESTED

\$480.82

- The Expense data for that item will appear

My Concur Travel Expense Reporting Administration Profile

View Charges View Reports **New Expense Report** View Receipt Store View Cash Advances New Cash Advance

Training April 2013 Delete Report Submit Report

New Expense Import Details Receipts Print / Email Hide Exceptions

Expense	Date	Amount	Exception
Airfare	04/18/2013	\$471.80	This expense has no matching travel reservation. Please import trips and apply the booking or use the expense report comments to explain why there was no reservation made for this expense.

Expenses

Date	Expense	Amount	Requested
04/18/2013	Airfare Alaska Airlines Inc. Seattle WA USA	\$471.80	\$471.80
This expense has no matching travel reservation. Please import trips and apply the booking or use the expense report comments to explain why there was no reservation made for this expense. Airplus billed expenses should not be submitted without applying associated itinerary and credit card smart expense information. Missing required field: City.			
04/16/2013	For Travel Agent Travel Inc., Duluth, Minnesota	\$9.02	\$9.02

TOTAL AMOUNT \$480.82 TOTAL REQUESTED \$480.82

Expense

Expense Type: **Airfare** Transaction Date: 04/18/2013

Purpose of Trip: **Training Test** Ticket Number: 0277179905650

Vendor: **Alaska Airlines Inc. Seattle WA USA** Vendor Name: **Alaska Airlines Inc. Seattle WA USA**

Airline Travel Service Code: **City** City:

Payment Type: **AirPlus** Amount: 471.80 USD

☐ Personal Expense (do not reimburse) Trip Type: **Out of State Travel**

Comment:

Save Itemize Attach Receipt Cancel

- Enter any missing required data.
 - In our example the City was missing. City is a required data field in this example. For this expense it is looking for the city where the flight originated. If it had been a hotel, it would be the city where the hotel is located.
 - Each expense type has its own fields and required fields.
- If you did not have a matching Travel Reservation you **must** enter an explanation why the reservation was not made through TTE when entering the expense.
 - This could be a ticket you purchased at the airport for an unscheduled trip and you had no access to TTE. For a hotel this could be that the only way you could reserve the room and get the special rate was booking directly through the hotel or conference management company.
 - Whatever the reason, be specific in your explanation.
- Attach any required or necessary receipts
- Click on **Save** to update the Expense Entry.