

Purpose: The purpose of this document is to demonstrate how to reconcile incurred American Express Charges that appear in your Concur Travel & Expense Account.

1. Log in to Concur Travel & Expense Management
2. Select the Create Expense Report box
3. Enter the Header information for your report
4. In the Expense Report, if you do not see the charges, click on the Import button and then Charges & Expenses

5. The American Express expenses you have incurred will be displayed as shown below.

Expense	Amount	Requested
0/2013 Mileage	\$9.04	\$9.04
8/2013 Mileage	\$9.04	\$9.04

Expense Detail	Expense	Date	Amount
Budget SFO AP	Car Rental	07/18/2013	\$171.06
American Airlines Phi...	Airline Ticket	05/06/2013	\$437.70
National Car Rental L...	Car Rental	07/20/2013	\$117.46
U.S. Airways Philadel...	Airline Ticket	05/06/2013	\$481.80
Enterprise SFO AP	Car Rental	04/30/2013	\$144.72
US Airways Philadelp...	Airline Ticket	01/16/2013	\$406.10
US Airways Philadelp...	Airline Ticket	01/16/2013	\$297.80
Office Warehouse P...	Books-Not Library	05/06/2013	\$68.23
Cafe Monte Philadelp...	Airline Add on Fees	05/06/2013	\$45.76
Office Warehouse P...	Books-Not Library	05/06/2013	\$68.23
Cafe Monte Philadelp...	Airline Add on Fees	05/06/2013	\$45.76
Enterprise MCO AP	Car Rental	03/15/2013	\$269.95
US Airways Philadelp...	Airline Ticket	01/15/2013	\$503.10
Enterprise CNT AP	Car Rental	04/10/2013	\$156.37
Delta Philadelphia, PA	Airline Ticket	01/21/2013	\$296.60
Enterprise Santa Barb...	Car Rental	02/22/2013	\$281.51

6. Select the expense item that should be included in the expense report by clicking on it and dragging it into the left hand side of the report. Once you have included it in the report, the transaction details will be available on the right hand side of the report. Complete any additional information and use the Attach Receipt button to attach a copy of the signed receipt.

The screenshot displays an expense reporting interface. On the left, a table lists expenses with columns for selection, date, expense description, amount, and requested amount. The first row is selected. On the right, a detailed view of the selected expense is shown, including fields for expense type, transaction date, vendor, city of purchase, payment type, and amount.

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	05/06/2013	Airline Add on Fees Cafe Monte, Philadelphia, Pennsylvania	\$45.76	\$45.76
<input type="checkbox"/>	04/10/2013	Mileage	\$9.04	\$9.04
<input type="checkbox"/>	04/08/2013	Mileage	\$9.04	\$9.04

Expense Details:

- Expense Type: Airline Add on Fees
- Airline Fee Type Code: Baggage
- Transaction Date: 05/06/2013
- Business Purpose: Attend Conference
- Vendor: Cafe Monte
- Vendor Name: Cafe Monte
- City of Purchase: Philadelphia, Pennsylvania
- Type of Expense: Domestic
- Payment Type: zNot Used-Corporate Card IBCP (d)
- Amount: 45.76 USD
- Personal Expense (do not reimburse)
- Comment: [Empty text area]

7. Continue adding line items until you have included all of the appropriate credit card transactions and their receipts. You can include non-credit card transactions in the report if needed.

8. Submit the report.