College of Natural &
Agricultural Sciences

Concur Basics: Creating an Expense Report

Expense Reporting

- The university reimburses reasonable and necessary expenses for approved business travel.
- A necessary expense must have a clear business purpose aligned with UCR's goals and comply with university policy.
- The business purpose must justify the expense as necessary, reasonable, and appropriate.
- **Ensure all expenses comply with UCR policy. Refer to the G-28 Policy for allowable and unallowable travel expenses.**

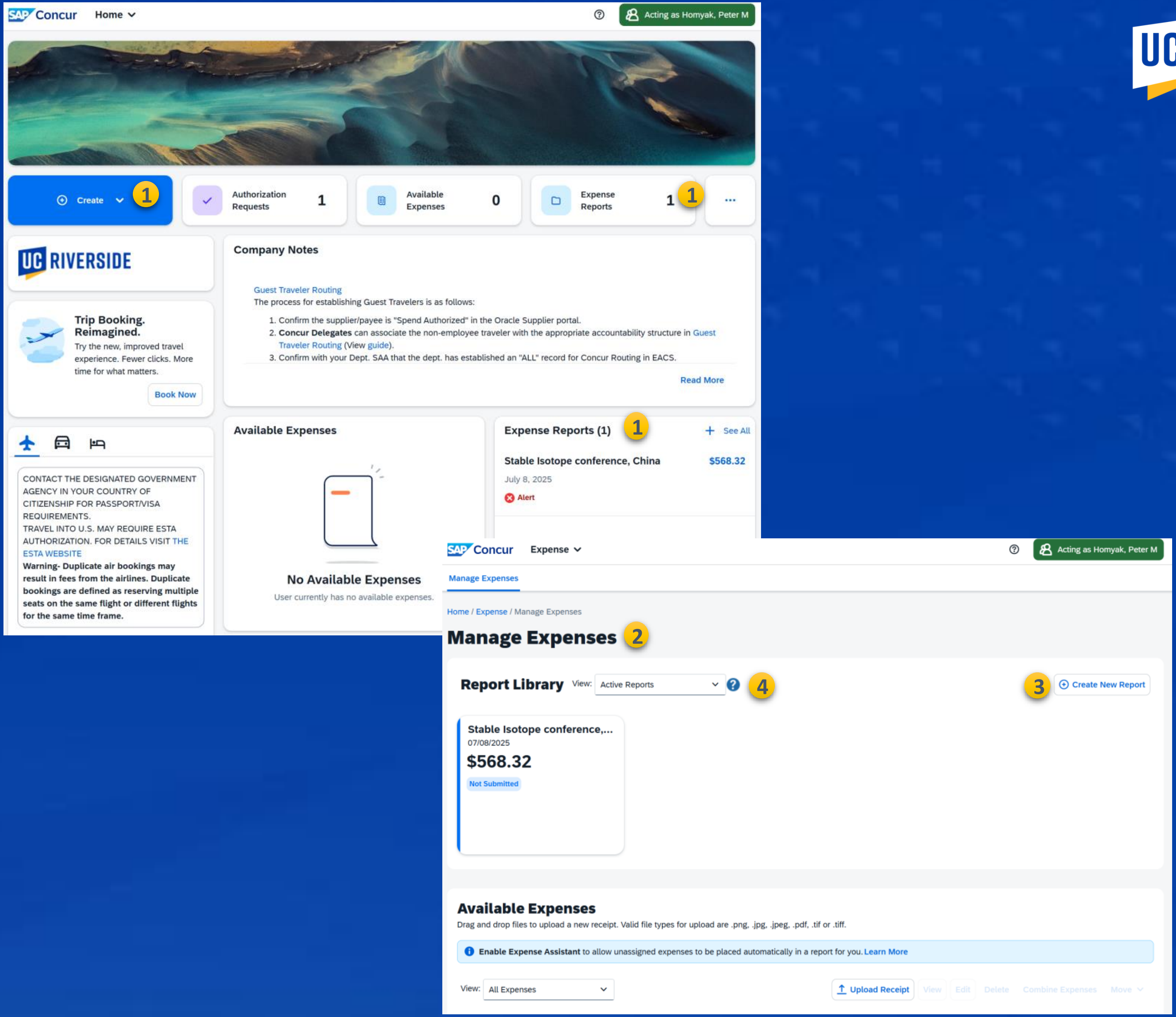
Once acting as a delegate for someone:

1. Click on the Create tab to create an expense report or click on the Expense Reports tab, either in the upper-right area or within the tile below.

2. On this page, you will see all available expense reports.
    - To view the expenses for a report, click directly on the report tile.

3. To create a new expense report on this page, click Create New Report.

4. To view previous reports, use the View drop-down menu.



SAP Concur
Home
Acting as Homyak, Peter M
Create
1
Authorization Requests 1
Available Expenses 0
Expense Reports 1
1
UC RIVERSIDE
Trip Booking. Reimagined.
Book Now
Company Notes
Read More
Available Expenses
Expense Reports (1)
1
See All
Stable Isotope conference, China
$568.32
July 8, 2025
Alert
No Available Expenses
User currently has no available expenses.
SAP Concur
Expense
Acting as Homyak, Peter M
Manage Expenses
Home / Expense / Manage Expenses
Manage Expenses
2
Report Library
View: Active Reports
4
3
Create New Report
Stable Isotope conference,...
07/08/2025
$568.32
Not Submitted
Available Expenses
View: All Expenses
Upload Receipt
View
Edit
Delete
Combine Expenses
Move

Try the new, improved travel experience. Fewer clicks. More time for what matters.

Guest Traveler Routing

The process for establishing Guest Travelers is as follows:

1. Confirm the supplier/payee is "Spend Authorized" in the Oracle Supplier portal.
2. **Concur Delegates** can associate the non-employee traveler with the appropriate accountability structure in Guest Traveler Routing (View guide).
3. Confirm with your Dept. SAA that the dept. has established an "ALL" record for Concur Routing in EACS.

CONTACT THE DESIGNATED GOVERNMENT AGENCY IN YOUR COUNTRY OF CITIZENSHIP FOR PASSPORT/VISA REQUIREMENTS.
TRAVEL INTO U.S. MAY REQUIRE ESTA AUTHORIZATION. FOR DETAILS VISIT THE ESTA WEBSITE
Warning- Duplicate air bookings may result in fees from the airlines. Duplicate bookings are defined as reserving multiple seats on the same flight or different flights for the same time frame.

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

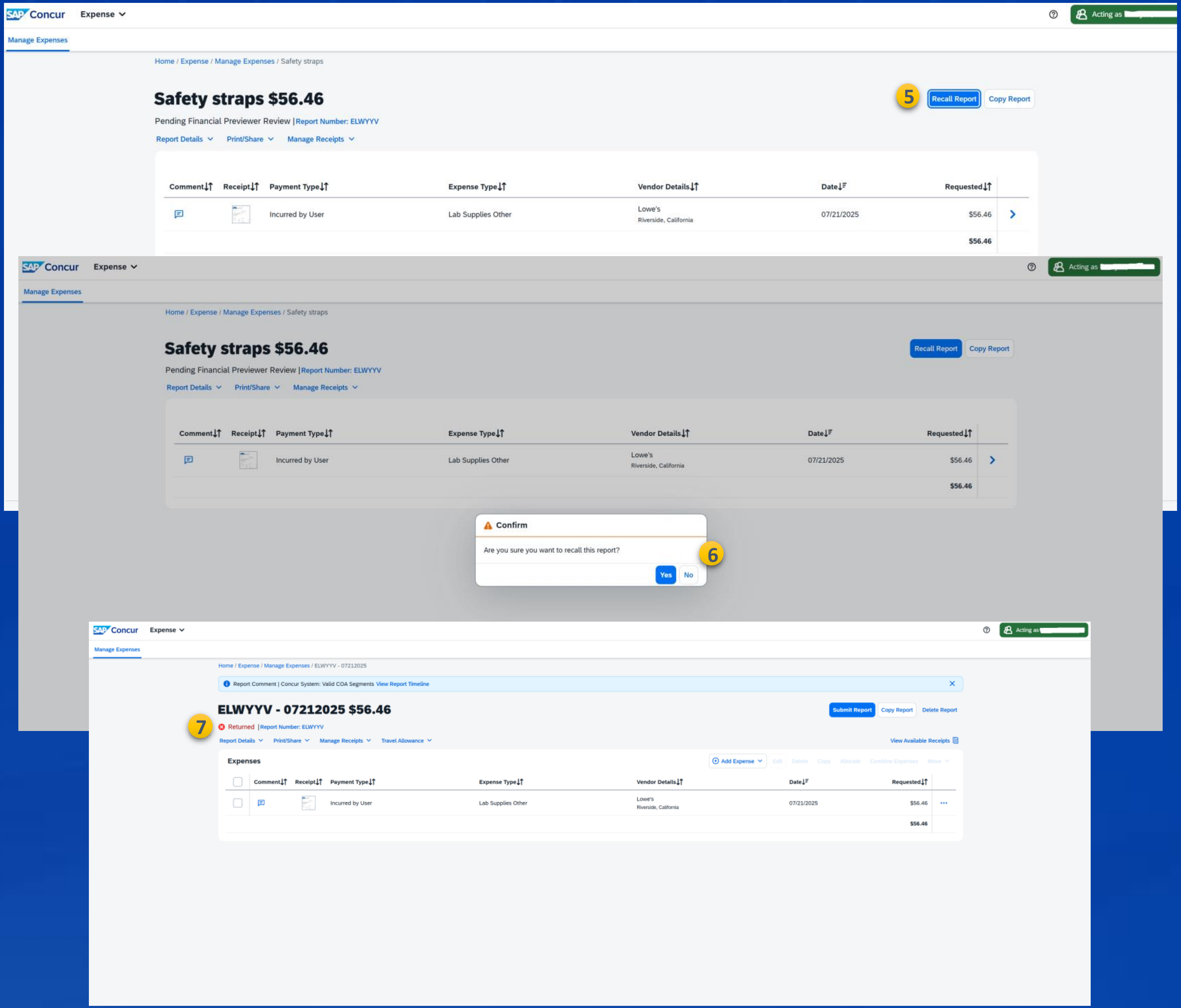
Enable Expense Assistant to allow unassigned expenses to be placed automatically in a report for you. Learn More

Reviewing a UCR Employee's Expense Report

5 This expense report was created and submitted by a UCR employee. It is currently in the Financial Previewer's queue for approval. To remove it from the queue, click Recall Report.

6 A pop-up window will appear asking for confirmation. Click Yes to proceed.

7 The report status will change from Pending Financial Previewer Review to Returned. The Travel Arranger can now make edits to the report.


SAP Concur
Expense
Acting as [redacted]
Manage Expenses
Recall Report
Copy Report
Report Details
Print/Share
Manage Receipts
5
6
7
Yes
No
Submit Report
Copy Report
Delete Report
Travel Allowance
View Available Receipts
Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move

Home / Expense / Manage Expenses / Safety straps

Safety straps $56.46

Pending Financial Previewer Review | Report Number: ELWYYV

Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
		Incurred by User	Lab Supplies Other	Lowe's Riverside, California	07/21/2025	$56.46
						$56.46

Home / Expense / Manage Expenses / Safety straps

Safety straps $56.46

Pending Financial Previewer Review | Report Number: ELWYYV

Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
		Incurred by User	Lab Supplies Other	Lowe's Riverside, California	07/21/2025	$56.46
						$56.46

Confirm

Are you sure you want to recall this report?

Home / Expense / Manage Expenses / ELWYYV - 07212025

Report Comment | Concur System: Valid COA Segments View Report Timeline

ELWYYV - 07212025 $56.46

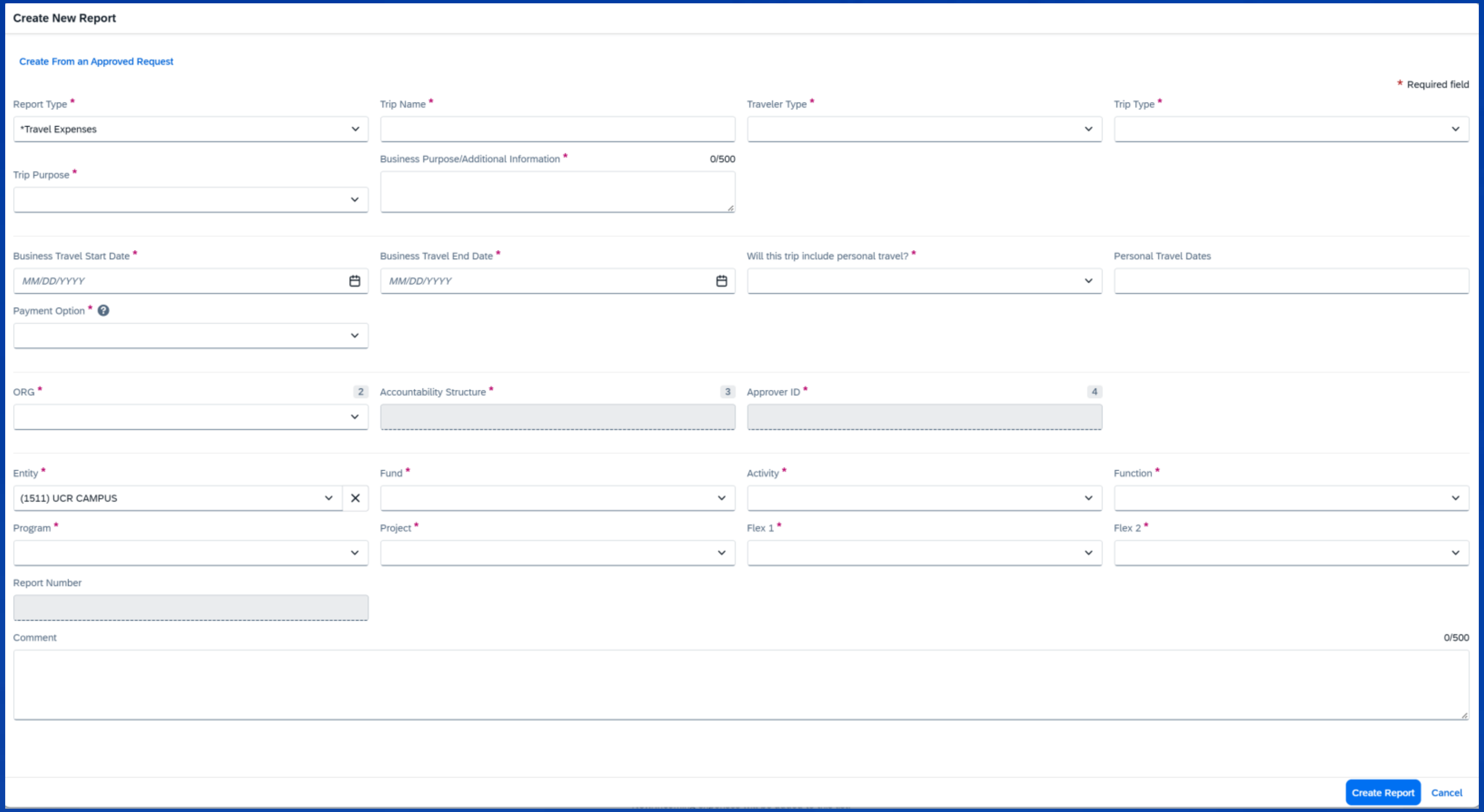
Returned | Report Number: ELWYYV

Expenses

☐	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
☐			Incurred by User	Lab Supplies Other	Lowe's Riverside, California	07/21/2025	$56.46
							$56.46

Creating a New Expense Report

- Once Create a New Expense Report has been selected, a window will appear where all trip information can be entered - similar to the Pre-trip Request.
- After entering the required information, click the Create Report button.
- The next slide will focus on proper naming conventions for expense reports.



Create New Report

Report Type *: *Travel Expenses

Entity *: (1511) UCR CAMPUS

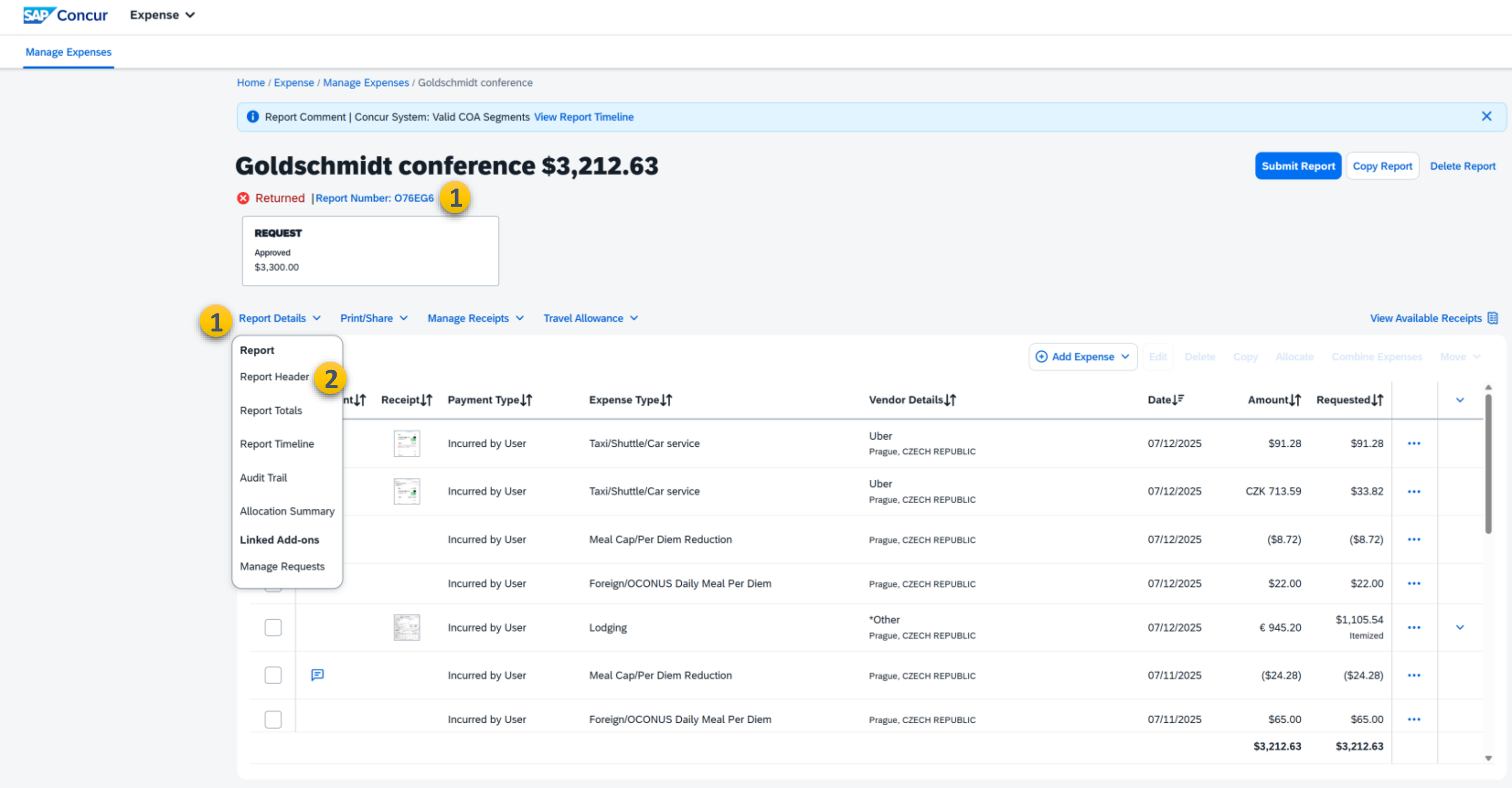
Create From an Approved Request
* Required field
Trip Name *
Traveler Type *
Trip Type *
Business Purpose/Additional Information *
0/500
Trip Purpose *
Business Travel Start Date *
MM/DD/YYYY
Business Travel End Date *
MM/DD/YYYY
Will this trip include personal travel? *
Personal Travel Dates
Payment Option *
ORG *
2
Accountability Structure *
3
Approver ID *
4
Fund *
Activity *
Function *
Program *
Project *
Flex 1 *
Flex 2 *
Report Number
Comment
0/500
Create Report
Cancel

College of Natural &
Agricultural Sciences

Proper Naming Conventions for Expense Reports

1. To change the report name, click on the Report Number.

2. Alternatively, click the Report Details drop-down menu and select Report Header.



SAP Concur
Expense
Manage Expenses
Submit Report
Copy Report
Delete Report
1
Report Details
Print/Share
Manage Receipts
Travel Allowance
View Available Receipts
Report
Report Header
2
Report Totals
Report Timeline
Audit Trail
Allocation Summary
Linked Add-ons
Manage Requests
Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move

Home / Expense / Manage Expenses / Goldschmidt conference

Report Comment | Concur System: Valid COA Segments View Report Timeline

Goldschmidt conference $3,212.63

Returned |Report Number: O76EG6

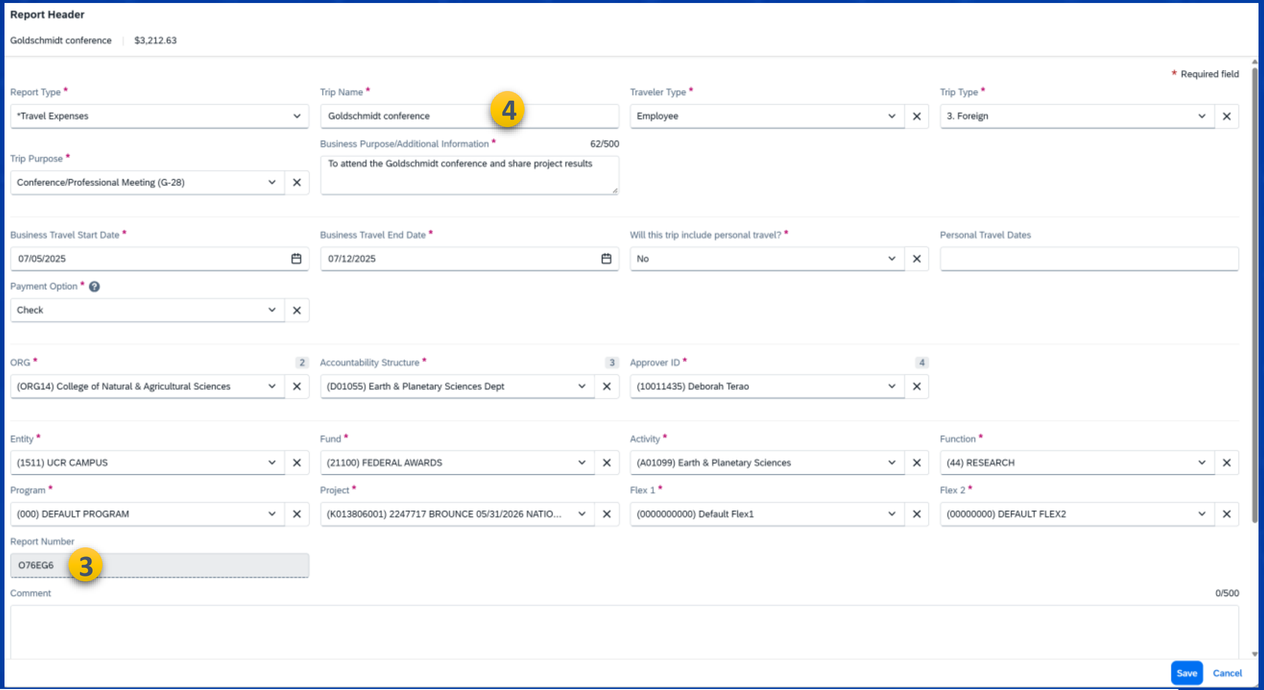
REQUEST
Approved
$3,300.00

nt↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓	Amount↓↑	Requested↓↑
		Incurred by User	Taxi/Shuttle/Car service	Uber Prague, CZECH REPUBLIC	07/12/2025	$91.28	$91.28
		Incurred by User	Taxi/Shuttle/Car service	Uber Prague, CZECH REPUBLIC	07/12/2025	CZK 713.59	$33.82
		Incurred by User	Meal Cap/Per Diem Reduction	Prague, CZECH REPUBLIC	07/12/2025	($8.72)	($8.72)
		Incurred by User	Foreign/OCONUS Daily Meal Per Diem	Prague, CZECH REPUBLIC	07/12/2025	$22.00	$22.00
		Incurred by User	Lodging	*Other Prague, CZECH REPUBLIC	07/12/2025	€ 945.20	$1,105.54 Itemized
		Incurred by User	Meal Cap/Per Diem Reduction	Prague, CZECH REPUBLIC	07/11/2025	($24.28)	($24.28)
		Incurred by User	Foreign/OCONUS Daily Meal Per Diem	Prague, CZECH REPUBLIC	07/11/2025	$65.00	$65.00
						$3,212.63	**$3,212.63**

4. For the Trip Name, it is recommended that users follow the standard format:
    - [Request ID – Trip Begin Date – Trip End Date]
    - This format helps with searching, linking trips, and managing expense reports.

5. Copy the Report Number and paste it into the Trip Name field, followed by the trip dates in the format: MMDDYYYY–MMDDYYYY.

6. Click Save.

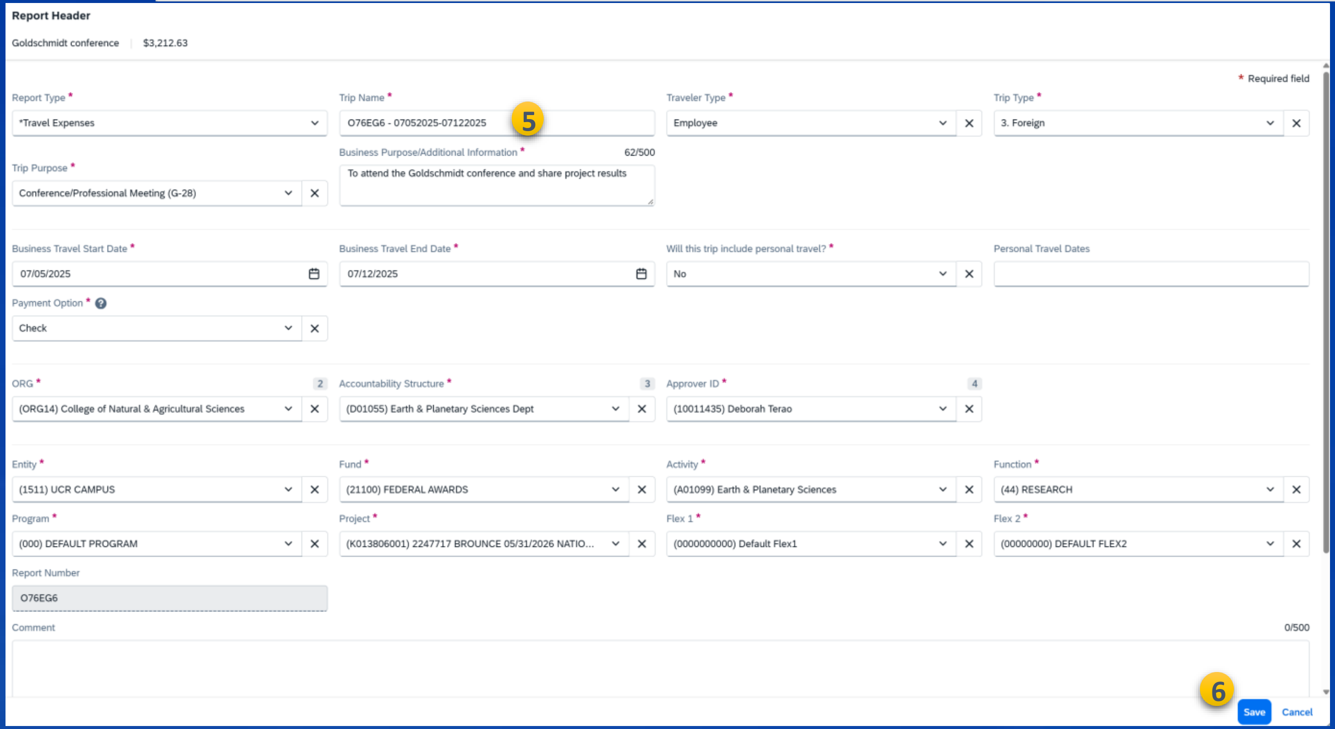


Report Header

Goldschmidt conference | $3,212.63

* Required field

Report Type *: *Travel Expenses
Trip Name *: Goldschmidt conference
Traveler Type *: Employee
Trip Type *: 3. Foreign
Trip Purpose *: Conference/Professional Meeting (G-28)
Business Purpose/Additional Information * (62/500): To attend the Goldschmidt conference and share project results
Business Travel Start Date *: 07/05/2025
Business Travel End Date *: 07/12/2025
Will this trip include personal travel? *: No
Personal Travel Dates:
Payment Option *: Check
ORG * (2): (ORG14) College of Natural & Agricultural Sciences
Accountability Structure * (3): (D01055) Earth & Planetary Sciences Dept
Approver ID * (4): (10011435) Deborah Terao
Entity *: (1511) UCR CAMPUS
Fund *: (21100) FEDERAL AWARDS
Activity *: (A01099) Earth & Planetary Sciences
Function *: (44) RESEARCH
Program *: (000) DEFAULT PROGRAM
Project *: (K013806001) 2247717 BROUNCE 05/31/2026 NATIO...
Flex 1 *: (0000000000) Default Flex1
Flex 2 *: (00000000) DEFAULT FLEX2
Report Number: O76EG6
Comment (0/500):



Report Header

Goldschmidt conference | $3,212.63

* Required field

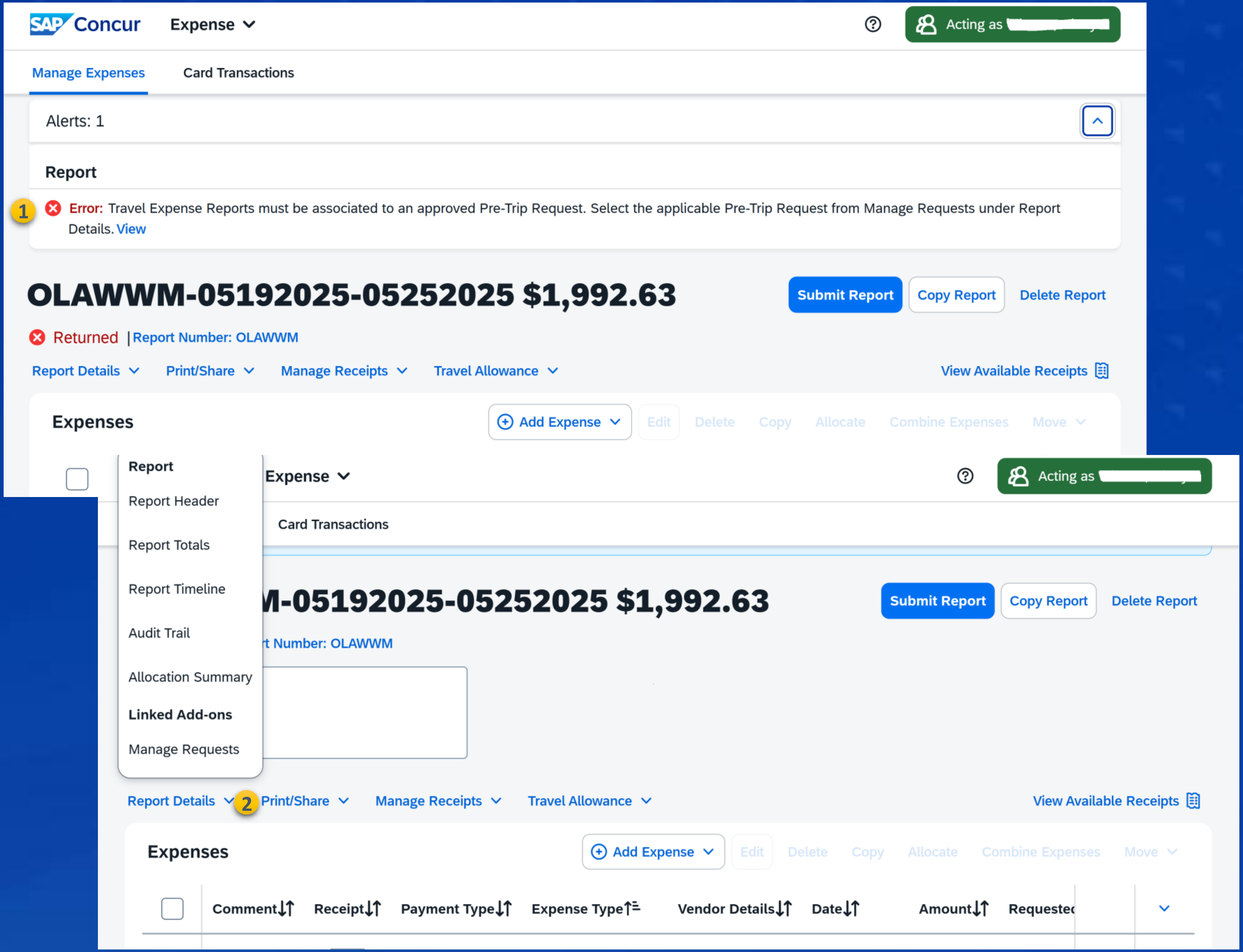
Report Type *: *Travel Expenses
Trip Name *: O76EG6 - 07052025-07122025
Traveler Type *: Employee
Trip Type *: 3. Foreign
Trip Purpose *: Conference/Professional Meeting (G-28)
Business Purpose/Additional Information * (62/500): To attend the Goldschmidt conference and share project results
Business Travel Start Date *: 07/05/2025
Business Travel End Date *: 07/12/2025
Will this trip include personal travel? *: No
Personal Travel Dates:
Payment Option *: Check
ORG * (2): (ORG14) College of Natural & Agricultural Sciences
Accountability Structure * (3): (D01055) Earth & Planetary Sciences Dept
Approver ID * (4): (10011435) Deborah Terao
Entity *: (1511) UCR CAMPUS
Fund *: (21100) FEDERAL AWARDS
Activity *: (A01099) Earth & Planetary Sciences
Function *: (44) RESEARCH
Program *: (000) DEFAULT PROGRAM
Project *: (K013806001) 2247717 BROUNCE 05/31/2026 NATIO...
Flex 1 *: (0000000000) Default Flex1
Flex 2 *: (00000000) DEFAULT FLEX2
Report Number: O76EG6
Comment (0/500):

College of Natural &
Agricultural Sciences

Linking a Pre-Trip Request to an Expense Report

1. After creating an expense report, an error message may appear stating that an approved Pre-Trip Request must be associated with the report.

2. To link the request, click on Report Details, then select Manage Requests from the drop-down menu



Error: Travel Expense Reports must be associated to an approved Pre-Trip Request. Select the applicable Pre-Trip Request from Manage Requests under Report Details. View

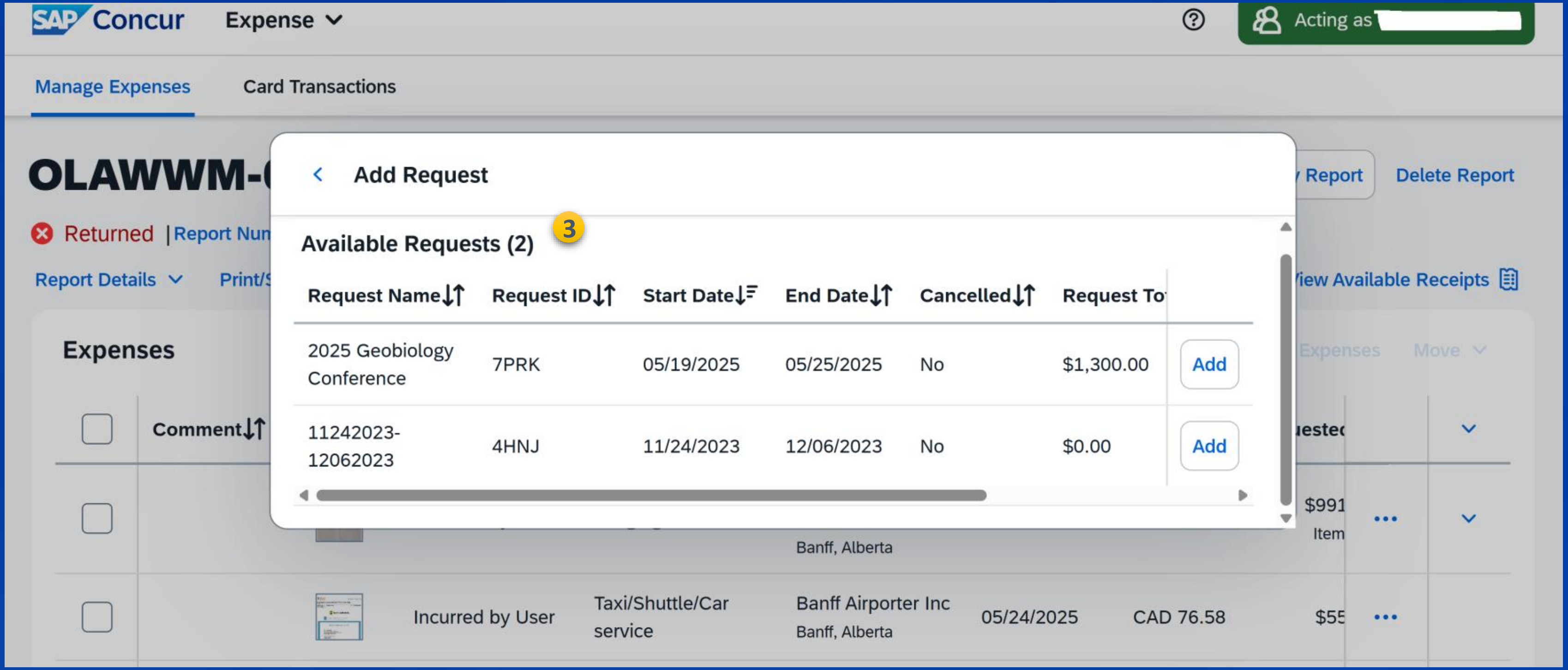
OLAWWM-05192025-05252025 $1,992.63

Returned | Report Number: OLAWWM

SAP Concur
Expense
Acting as [redacted]
Manage Expenses
Card Transactions
Alerts: 1
Report
1
Submit Report
Copy Report
Delete Report
Report Details
Print/Share
Manage Receipts
Travel Allowance
View Available Receipts
Expenses
Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move
Report
Report Header
Report Totals
Report Timeline
Audit Trail
Allocation Summary
Linked Add-ons
Manage Requests
2
Comment
Receipt
Payment Type
Expense Type
Vendor Details
Date
Amount
Requested

UCR

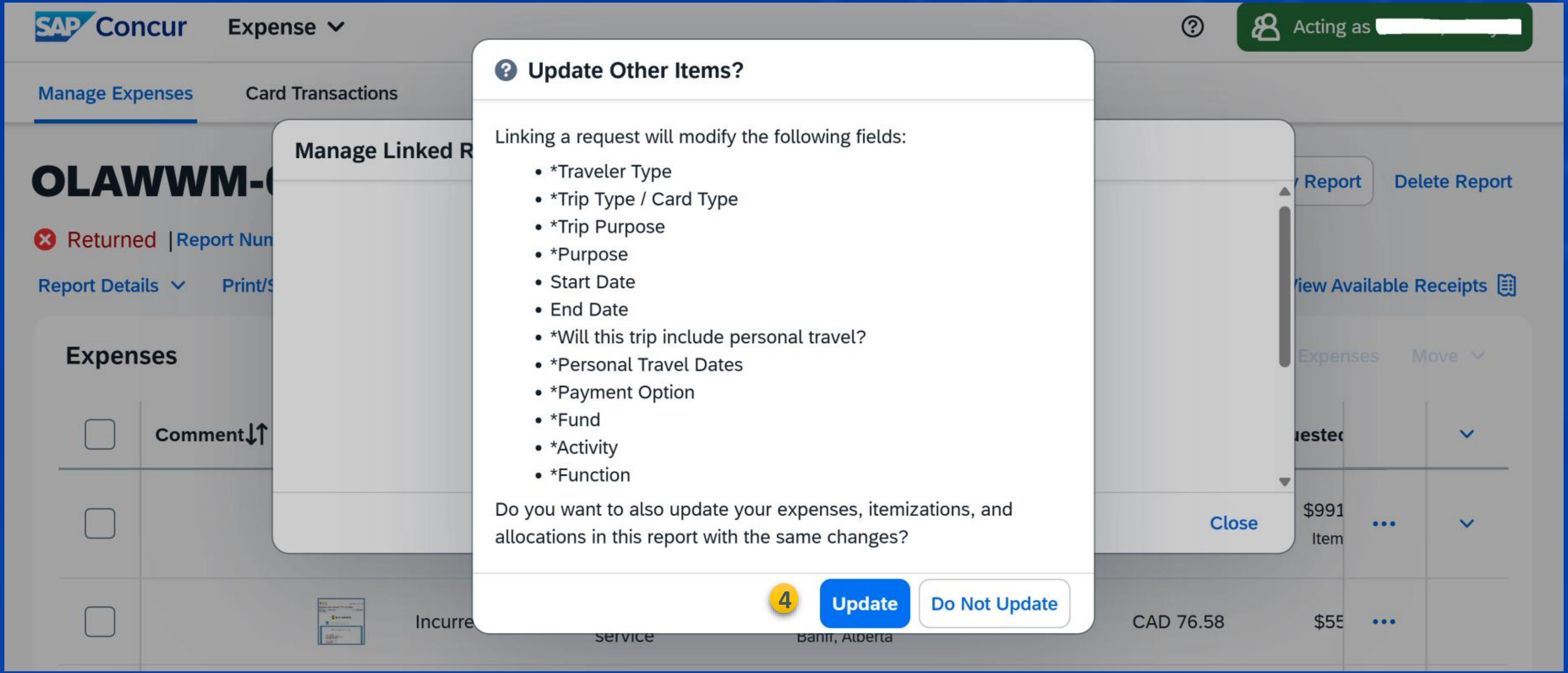
3 A window displaying Available Requests will appear. Select the request that applies to the expense report, then click Add.


SAP Concur
Expense
Acting as [redacted]
Manage Expenses
Card Transactions
OLAWWM-
Returned
Report Num
Report Details
Print/S
Report
Delete Report
View Available Receipts
Expenses
Move
Comment
Add Request
3
Incurred by User
Taxi/Shuttle/Car service
Banff Airporter Inc
Banff, Alberta
05/24/2025
CAD 76.58
$991
Item
$55

Available Requests (2)

Request Name	Request ID	Start Date	End Date	Cancelled	Request To	
2025 Geobiology Conference	7PRK	05/19/2025	05/25/2025	No	$1,300.00	Add
11242023-12062023	4HNJ	11/24/2023	12/06/2023	No	$0.00	Add

4 Another window will appear, stating that linking the request will modify certain fields in the report. Click Update to continue.


SAP Concur
Expense
Acting as [redacted]
Manage Expenses
Card Transactions
OLAWWM-
Returned
Report Num
Report Details
Print/S
Report
Delete Report
View Available Receipts
Expenses
Move
Comment
Manage Linked R
Close
$991
Item
Incurre
service
Banff, Alberta
CAD 76.58
$55
4
Update
Do Not Update

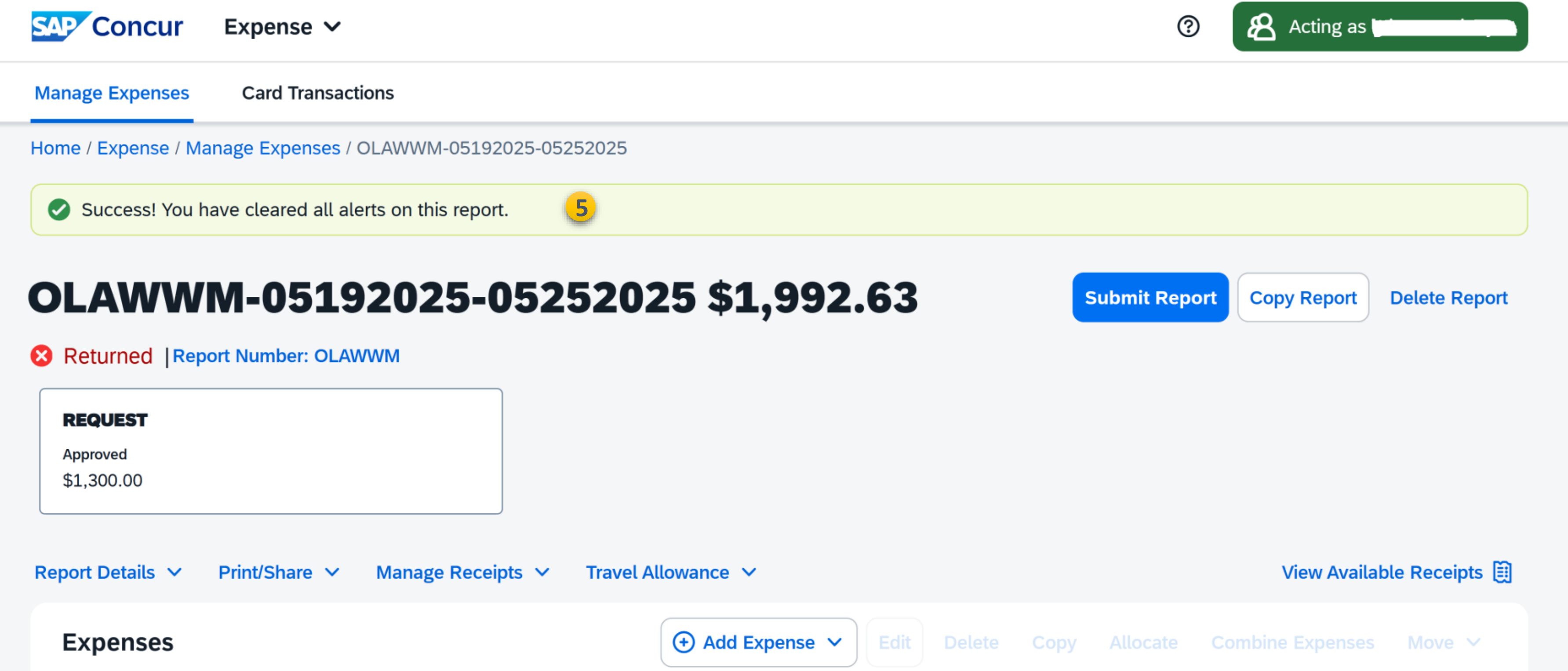
Update Other Items?

Linking a request will modify the following fields:

- *Traveler Type
- *Trip Type / Card Type
- *Trip Purpose
- *Purpose
- Start Date
- End Date
- *Will this trip include personal travel?
- *Personal Travel Dates
- *Payment Option
- *Fund
- *Activity
- *Function

Do you want to also update your expenses, itemizations, and allocations in this report with the same changes?

5 After clicking the Update button, the alert message will clear. You can now proceed with adding expenses.



SAP Concur
Expense
Acting as [redacted]
Manage Expenses
Card Transactions

Home / Expense / Manage Expenses / OLAWWM-05192025-05252025

Success! You have cleared all alerts on this report. 5

OLAWWM-05192025-05252025 $1,992.63

Returned | Report Number: OLAWWM

REQUEST
Approved
$1,300.00

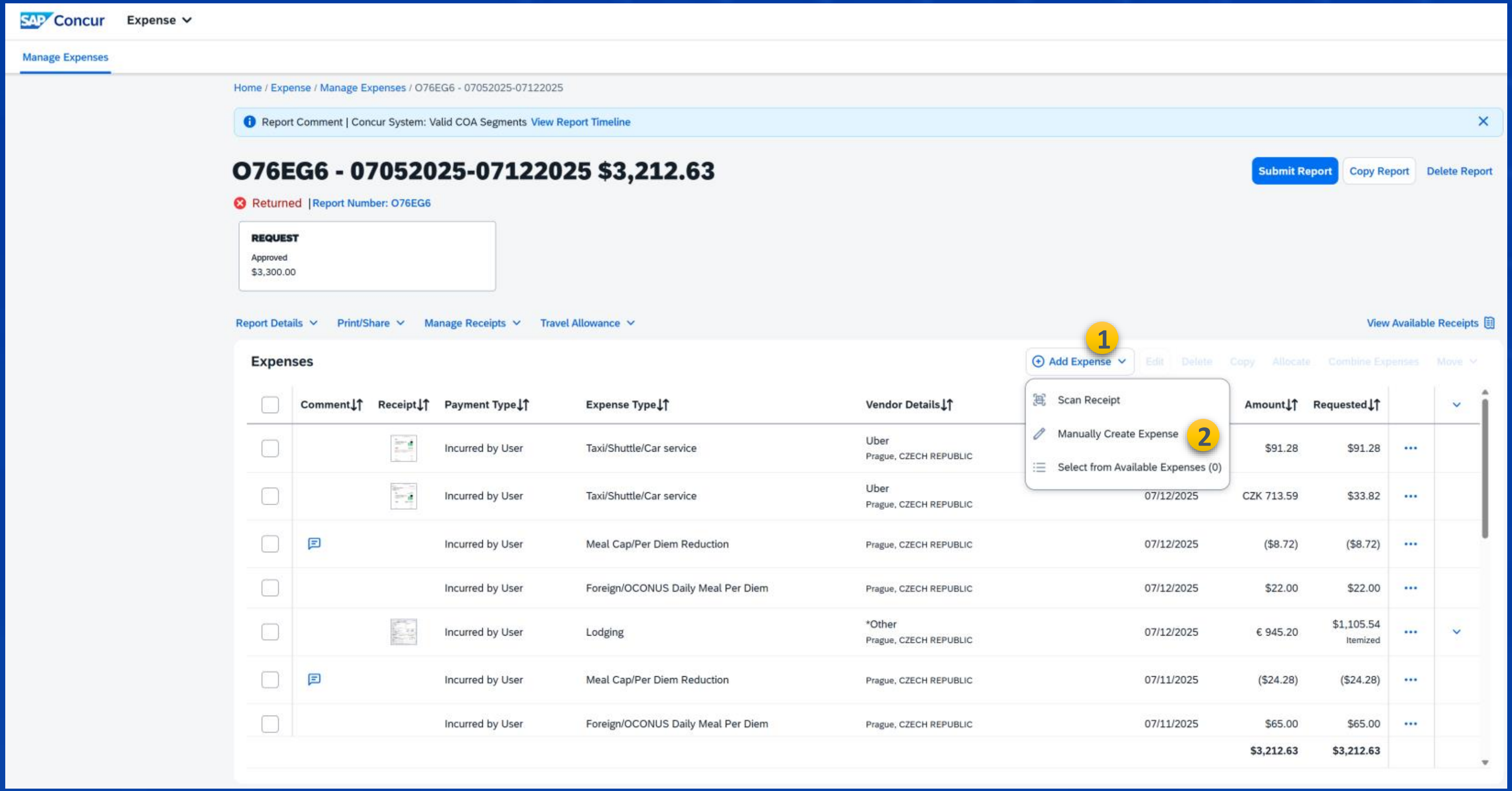
Submit Report
Copy Report
Delete Report
Report Details
Print/Share
Manage Receipts
Travel Allowance
View Available Receipts
Expenses
Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move

College of Natural &
Agricultural Sciences

Adding Expenses

1. To add an expense, click the Add Expense tab. The drop-down menu provides three options:
   - Scan Receipt – Upload your receipts here.
   - Manually Create Expense – Select the expense type you wish to add (e.g., lodging, meals, etc.).
   - Select from Available Expenses – Locate your T&E and Ghost Card charges here.

2. For this purpose, we will select Manually Create Expense.


SAP Concur
Expense
Manage Expenses
Submit Report
Copy Report
Delete Report
Report Details
Print/Share
Manage Receipts
Travel Allowance
View Available Receipts
1
Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move
Scan Receipt
Manually Create Expense
2
Select from Available Expenses (0)

Home / Expense / Manage Expenses / O76EG6 - 07052025-07122025

Report Comment | Concur System: Valid COA Segments View Report Timeline

O76EG6 - 07052025-07122025 $3,212.63

Returned |Report Number: O76EG6

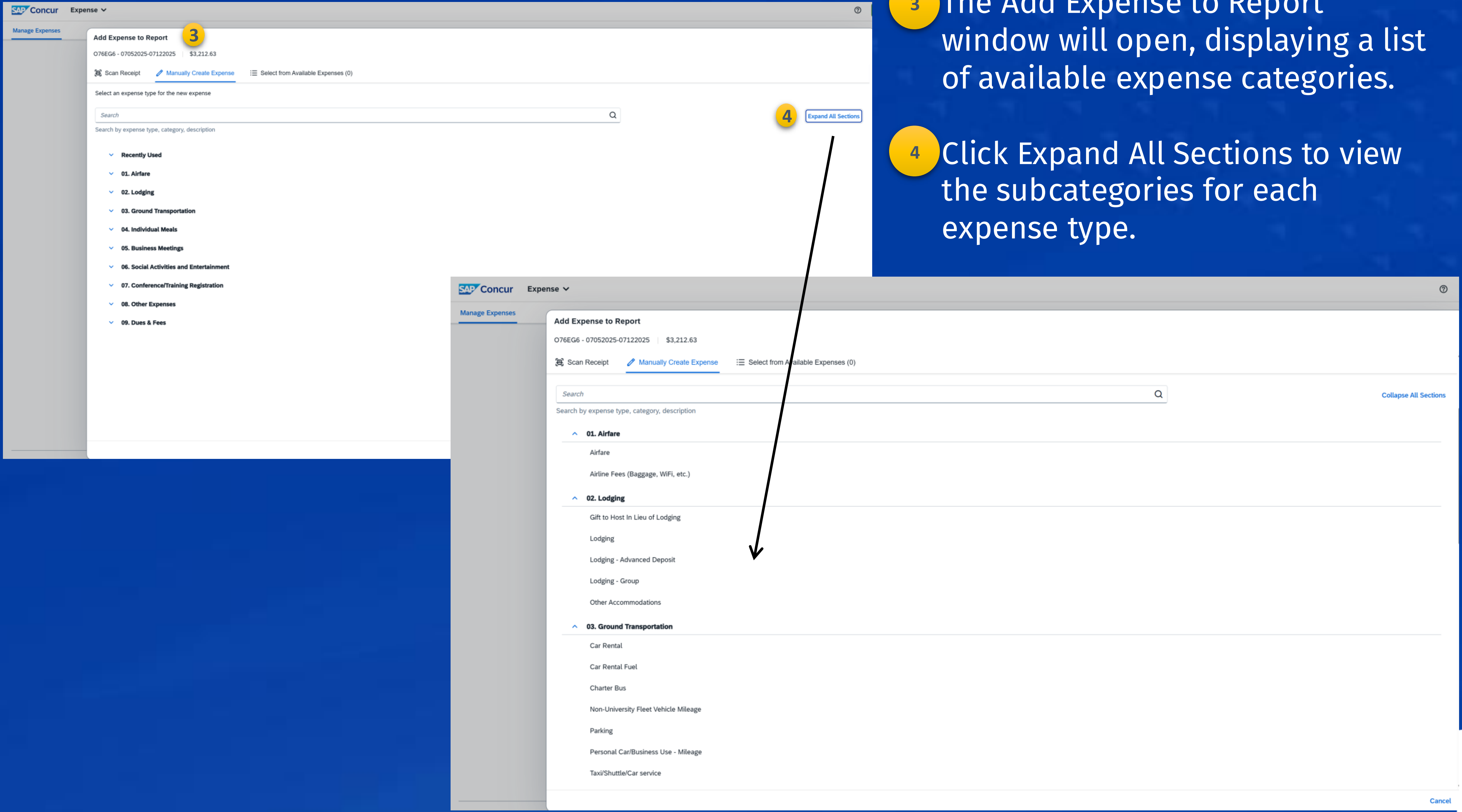
REQUEST
Approved
$3,300.00

Expenses

☐	Comment	Receipt	Payment Type	Expense Type	Vendor Details		Amount	Requested
☐			Incurred by User	Taxi/Shuttle/Car service	Uber Prague, CZECH REPUBLIC		$91.28	$91.28
☐			Incurred by User	Taxi/Shuttle/Car service	Uber Prague, CZECH REPUBLIC	07/12/2025	CZK 713.59	$33.82
☐			Incurred by User	Meal Cap/Per Diem Reduction	Prague, CZECH REPUBLIC	07/12/2025	($8.72)	($8.72)
☐			Incurred by User	Foreign/OCONUS Daily Meal Per Diem	Prague, CZECH REPUBLIC	07/12/2025	$22.00	$22.00
☐			Incurred by User	Lodging	*Other Prague, CZECH REPUBLIC	07/12/2025	€ 945.20	$1,105.54 Itemized
☐			Incurred by User	Meal Cap/Per Diem Reduction	Prague, CZECH REPUBLIC	07/11/2025	($24.28)	($24.28)
☐			Incurred by User	Foreign/OCONUS Daily Meal Per Diem	Prague, CZECH REPUBLIC	07/11/2025	$65.00	$65.00
							$3,212.63	$3,212.63

3 The Add Expense to Report window will open, displaying a list of available expense categories.

4 Click Expand All Sections to view the subcategories for each expense type.


SAP Concur
Expense
Manage Expenses
3
4
Scan Receipt
Manually Create Expense
Select from Available Expenses (0)
Expand All Sections
Collapse All Sections
Search
Cancel

Add Expense to Report

O76EG6 - 07052025-07122025 | $3,212.63

Select an expense type for the new expense

Search by expense type, category, description

- Recently Used
- 01. Airfare
- 02. Lodging
- 03. Ground Transportation
- 04. Individual Meals
- 05. Business Meetings
- 06. Social Activities and Entertainment
- 07. Conference/Training Registration
- 08. Other Expenses
- 09. Dues & Fees

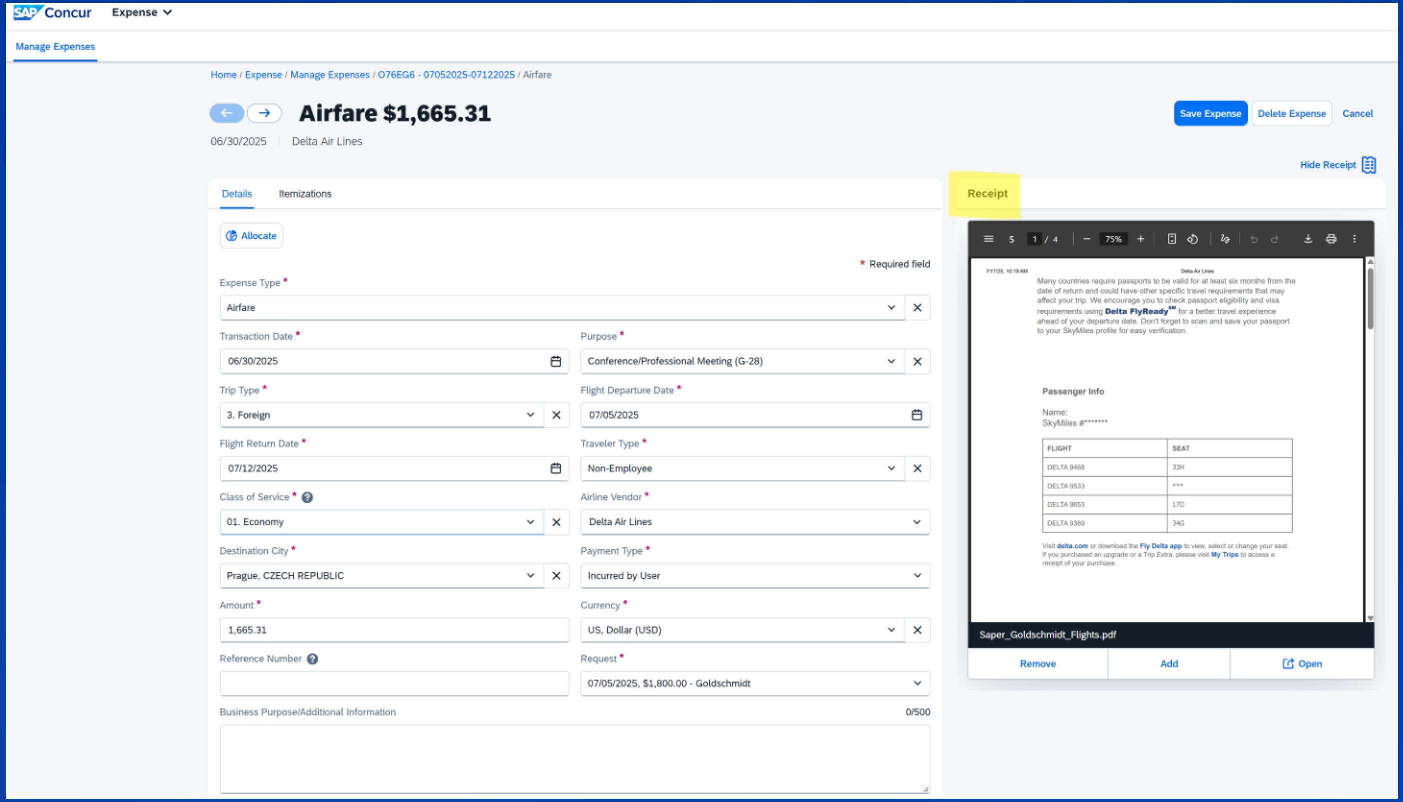
Add Expense to Report

O76EG6 - 07052025-07122025 | $3,212.63

Search by expense type, category, description

- 01. Airfare
  - Airfare
  - Airline Fees (Baggage, WiFi, etc.)
- 02. Lodging
  - Gift to Host In Lieu of Lodging
  - Lodging
  - Lodging - Advanced Deposit
  - Lodging - Group
  - Other Accommodations
- 03. Ground Transportation
  - Car Rental
  - Car Rental Fuel
  - Charter Bus
  - Non-University Fleet Vehicle Mileage
  - Parking
  - Personal Car/Business Use - Mileage
  - Taxi/Shuttle/Car service

- Once the desired expense has been selected, the system will display a window where you can enter all relevant expense details.
- Itemization is not required unless:
    - The expense is for lodging (see next slide), or
    - The traveler used their T&E Card for a non-reimbursable purchase, which must be marked as Personal/Non-Reimbursable.
- Receipts can also be uploaded directly in this window.


SAP Concur
Expense
Manage Expenses
Home / Expense / Manage Expenses / O76EG6 - 07052025-07122025 / Airfare
Save Expense
Delete Expense
Cancel
Hide Receipt
Details
Itemizations
Receipt
Allocate
Remove
Add
Open

Airfare $1,665.31

06/30/2025 | Delta Air Lines

* Required field

Expense Type *: Airfare

Transaction Date *: 06/30/2025

Purpose *: Conference/Professional Meeting (G-28)

Trip Type *: 3. Foreign

Flight Departure Date *: 07/05/2025

Flight Return Date *: 07/12/2025

Traveler Type *: Non-Employee

Class of Service *: 01. Economy

Airline Vendor *: Delta Air Lines

Destination City *: Prague, CZECH REPUBLIC

Payment Type *: Incurred by User

Amount *: 1,665.31

Currency *: US, Dollar (USD)

Reference Number:

Request *: 07/05/2025, $1,800.00 - Goldschmidt

Business Purpose/Additional Information 0/500

1 / 4 75%

7/17/25, 10:19 AM Delta Air Lines

Many countries require passports to be valid for at least six months from the date of return and could have other specific travel requirements that may affect your trip. We encourage you to check passport eligibility and visa requirements using **Delta FlyReady℠** for a better travel experience ahead of your departure date. Don't forget to scan and save your passport to your SkyMiles profile for easy verification.

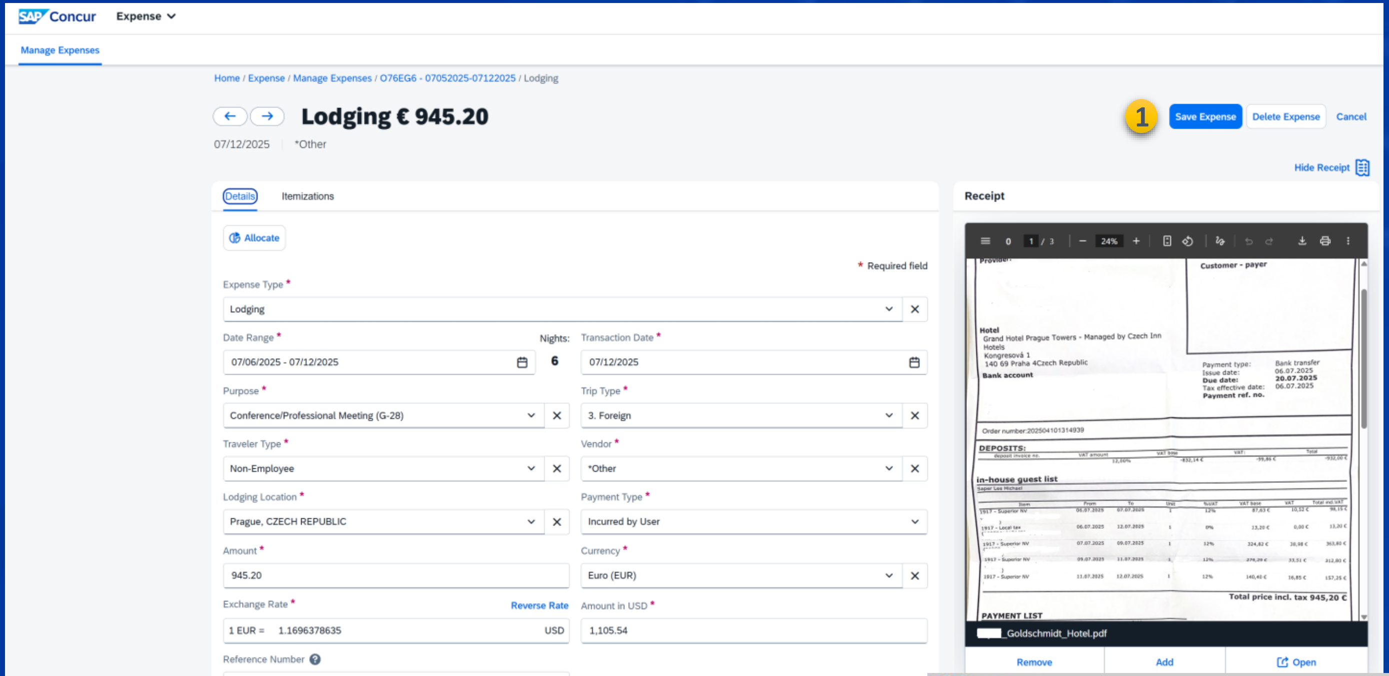
Passenger Info

Name:
SkyMiles #*******

FLIGHT	SEAT
DELTA 9468	33H
DELTA 9533	***
DELTA 9653	17D
DELTA 9389	34G

Visit delta.com or download the Fly Delta app to view, select or change your seat. If you purchased an upgrade or a Trip Extra, please visit My Trips to access a receipt of your purchase.

Saper_Goldschmidt_Flights.pdf


SAP Concur
Expense
Manage Expenses
1
Save Expense
Delete Expense
Cancel
Hide Receipt
Details
Itemizations
Allocate
Receipt
Remove
Add
Open

Home / Expense / Manage Expenses / O76EG6 - 07052025-07122025 / Lodging

Lodging € 945.20

07/12/2025 | *Other

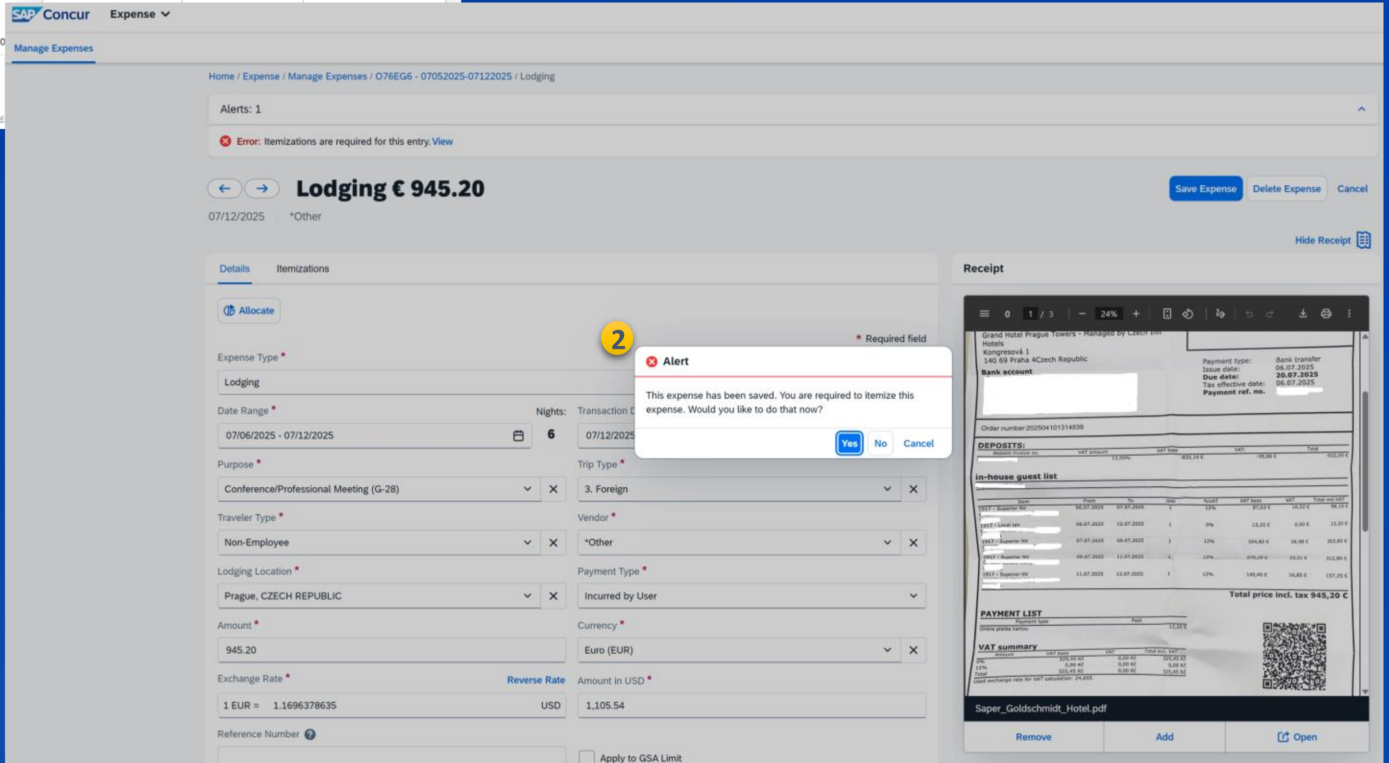
* Required field

Expense Type *: Lodging
Date Range *: 07/06/2025 - 07/12/2025
Nights: 6
Transaction Date *: 07/12/2025
Purpose *: Conference/Professional Meeting (G-28)
Trip Type *: 3. Foreign
Traveler Type *: Non-Employee
Vendor *: *Other
Lodging Location *: Prague, CZECH REPUBLIC
Payment Type *: Incurred by User
Amount *: 945.20
Currency *: Euro (EUR)
Exchange Rate *: 1 EUR = 1.1696378635 USD
Reverse Rate
Amount in USD *: 1,105.54
Reference Number
Business Purpose/Additional Information 0/500

[redacted]_Goldschmidt_Hotel.pdf

1. Once the lodging information has been entered, click Save Expense.

2. An alert window will appear alerting, indicating that itemization is required for this expense. Click Yes to proceed.


SAP Concur
Expense
Manage Expenses
Save Expense
Delete Expense
Cancel
Hide Receipt
Details
Itemizations
Allocate
Receipt
2
Remove
Add
Open

Home / Expense / Manage Expenses / O76EG6 - 07052025-07122025 / Lodging

Alerts: 1

Error: Itemizations are required for this entry. View

Lodging € 945.20

07/12/2025 | *Other

* Required field

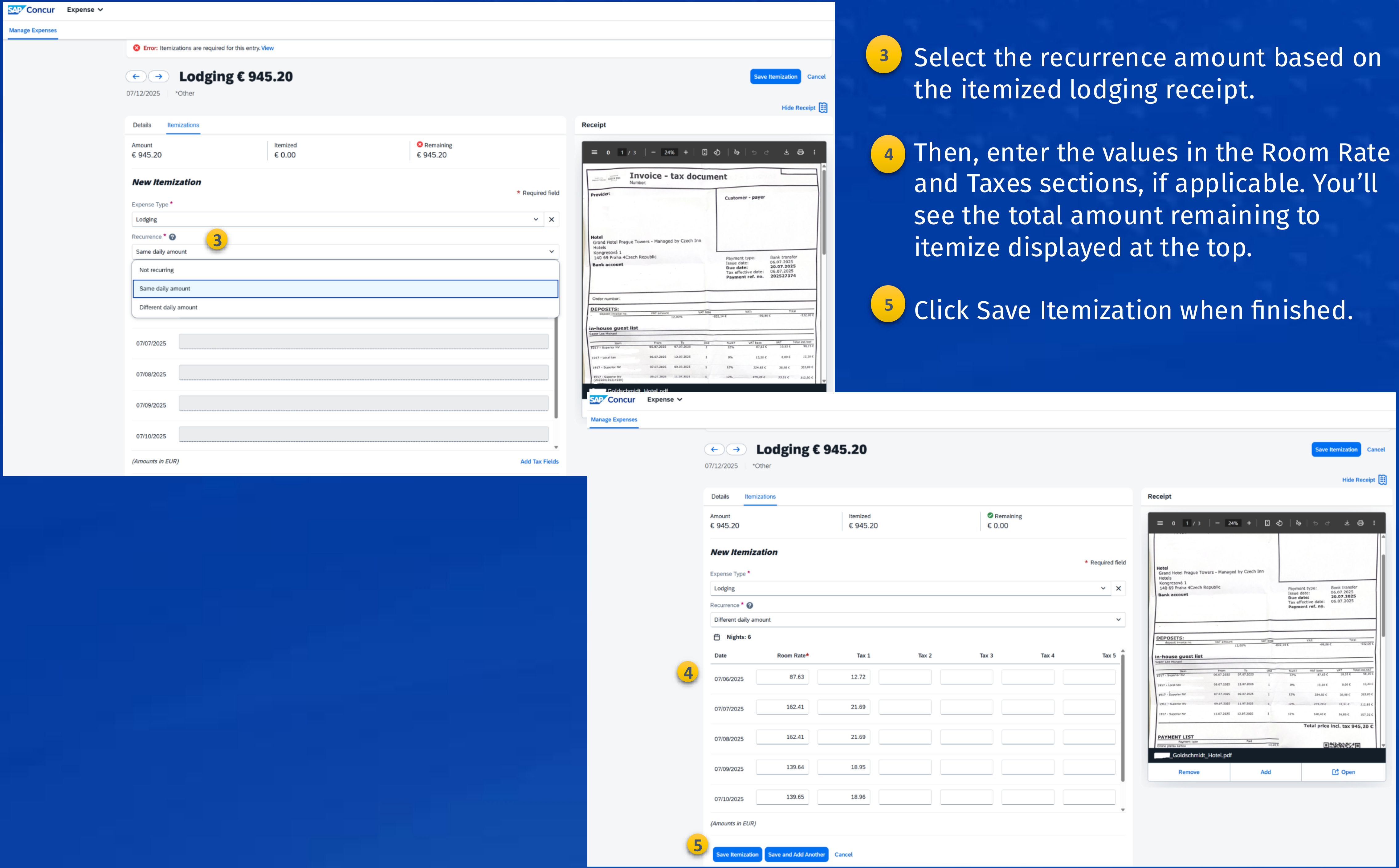
Expense Type *: Lodging
Date Range *: 07/06/2025 - 07/12/2025
Nights: 6
Transaction Date *: 07/12/2025
Purpose *: Conference/Professional Meeting (G-28)
Trip Type *: 3. Foreign
Traveler Type *: Non-Employee
Vendor *: *Other
Lodging Location *: Prague, CZECH REPUBLIC
Payment Type *: Incurred by User
Amount *: 945.20
Currency *: Euro (EUR)
Exchange Rate *: 1 EUR = 1.1696378635 USD
Reverse Rate
Amount in USD *: 1,105.54
Reference Number
☐ Apply to GSA Limit

Alert

This expense has been saved. You are required to itemize this expense. Would you like to do that now?

Yes | No | Cancel

Saper_Goldschmidt_Hotel.pdf



SAP Concur
Expense
Manage Expenses

Error: Itemizations are required for this entry. View

Lodging € 945.20

07/12/2025 | *Other

Save Itemization
Cancel
Hide Receipt
Details
Itemizations
Receipt

Amount € 945.20 | Itemized € 0.00 | Remaining € 945.20

New Itemization

* Required field

Expense Type *: Lodging

Recurrence *: Same daily amount

3
Not recurring
Same daily amount
Different daily amount
07/07/2025
07/08/2025
07/09/2025
07/10/2025
(Amounts in EUR)
Add Tax Fields
Invoice - tax document

Lodging € 945.20

07/12/2025 | *Other

Amount € 945.20 | Itemized € 945.20 | Remaining € 0.00

New Itemization

* Required field

Expense Type *: Lodging

Recurrence *: Different daily amount

Nights: 6

Date	Room Rate*	Tax 1	Tax 2	Tax 3	Tax 4	Tax 5
07/06/2025	87.63	12.72				
07/07/2025	162.41	21.69				
07/08/2025	162.41	21.69				
07/09/2025	139.64	18.95				
07/10/2025	139.65	18.96				

(Amounts in EUR)

4
5
Save Itemization
Save and Add Another
Cancel
Goldschmidt_Hotel.pdf
Remove
Add
Open

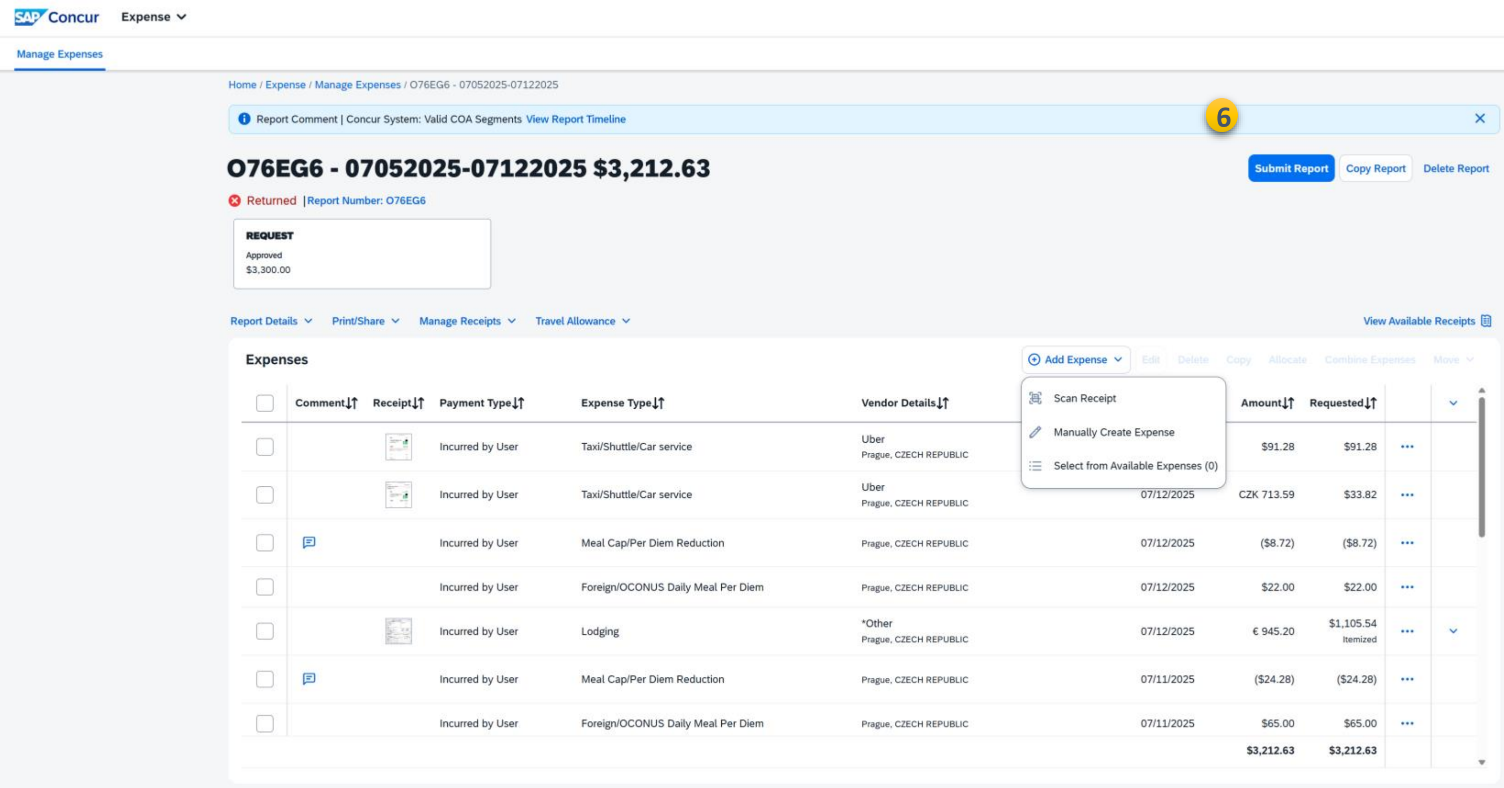
3 Select the recurrence amount based on the itemized lodging receipt.

4 Then, enter the values in the Room Rate and Taxes sections, if applicable. You’ll see the total amount remaining to itemize displayed at the top.

5 Click Save Itemization when finished.

✈️ Trip Logged, Expenses Entered – Now Hit Submit!

6 Once all expenses have been added to the expense report, click Submit – and you're done!



Home / Expense / Manage Expenses / O76EG6 - 07052025-07122025

Report Comment | Concur System: Valid COA Segments View Report Timeline

O76EG6 - 07052025-07122025 $3,212.63

Returned |Report Number: O76EG6

REQUEST
Approved
$3,300.00

Expenses

☐	Comment	Receipt	Payment Type	Expense Type	Vendor Details		Amount	Requested
☐			Incurred by User	Taxi/Shuttle/Car service	Uber Prague, CZECH REPUBLIC		$91.28	$91.28
☐			Incurred by User	Taxi/Shuttle/Car service	Uber Prague, CZECH REPUBLIC	07/12/2025	CZK 713.59	$33.82
☐			Incurred by User	Meal Cap/Per Diem Reduction	Prague, CZECH REPUBLIC	07/12/2025	($8.72)	($8.72)
☐			Incurred by User	Foreign/OCONUS Daily Meal Per Diem	Prague, CZECH REPUBLIC	07/12/2025	$22.00	$22.00
☐			Incurred by User	Lodging	*Other Prague, CZECH REPUBLIC	07/12/2025	€ 945.20	$1,105.54 Itemized
☐			Incurred by User	Meal Cap/Per Diem Reduction	Prague, CZECH REPUBLIC	07/11/2025	($24.28)	($24.28)
☐			Incurred by User	Foreign/OCONUS Daily Meal Per Diem	Prague, CZECH REPUBLIC	07/11/2025	$65.00	$65.00
							$3,212.63	**$3,212.63**

SAP Concur
Expense
Manage Expenses
6
Submit Report
Copy Report
Delete Report
Report Details
Print/Share
Manage Receipts
Travel Allowance
View Available Receipts
Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move
Scan Receipt
Manually Create Expense
Select from Available Expenses (0)