



## Submitting an Expense Report

**Purpose:** Delegates (travel reps) may create and complete expense reports on behalf of a traveler. The traveler must ensure that the expense report is correct and submit it.

The screenshot shows the Concur web interface for creating an expense report. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense' (highlighted), 'Approvals', and 'App Center'. On the right, there are links for 'Administration', 'Help', and 'Profile'. Below the navigation, there are tabs for 'Manage Expenses' and 'View Transactions'. The main content area is titled 'Field Research Trip' and includes a 'Submit Report' button. A table of expenses is visible, with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The table contains two entries: 'Mileage - Personal Car' for 10/04/2016 with an amount of \$136.62, and 'Lodging - Hilton Hotels, Seattle, Washington' for 10/04/2016 with an amount of \$500.00. A 'New Expense' form is also visible, with an 'Expense Type' dropdown and a 'Recently Used Expense Types' section listing options like 'Taxi/Car Service', 'Mileage - Personal Car', 'Receptions', 'Group Business Meals 10+ Attendees', and 'Emergency Video Supplies'.

### To submit an expense report:

1. Review expense report details including totals, receipts, and any audit rule warnings.
2. On the expense report page, click **Submit Report**. The **Final Review** window appears.
3. If everything is correct, Click **Accept & Submit**.
4. If you cannot successfully submit the report, a message appears describing the report error or exception. Correct the error, or if the user requires assistance, contact the [FSU Travel office](#).

### Delegates

**Note:** Delegates cannot submit expense reports on behalf of other people.