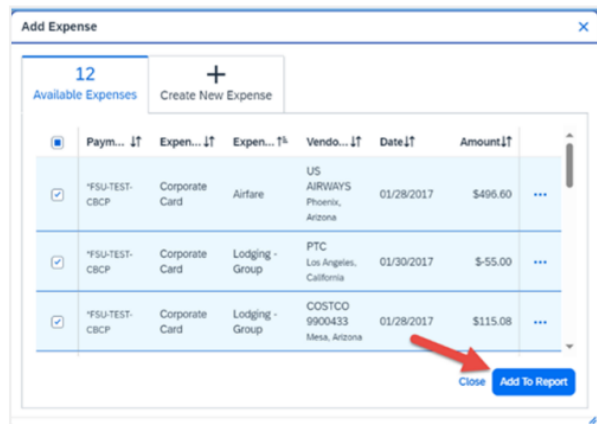


Placing University Card Charges on an Expense Report

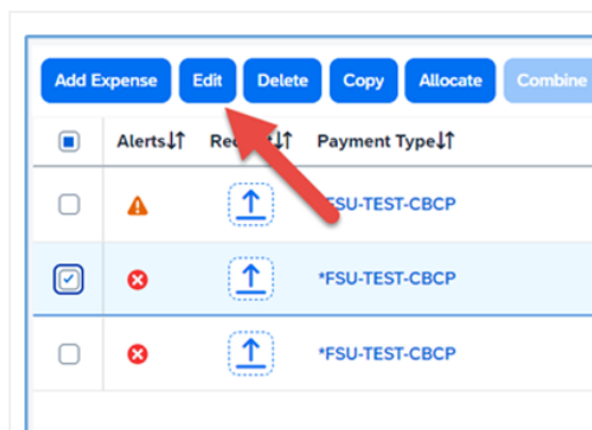
Concur Quick Start Guide



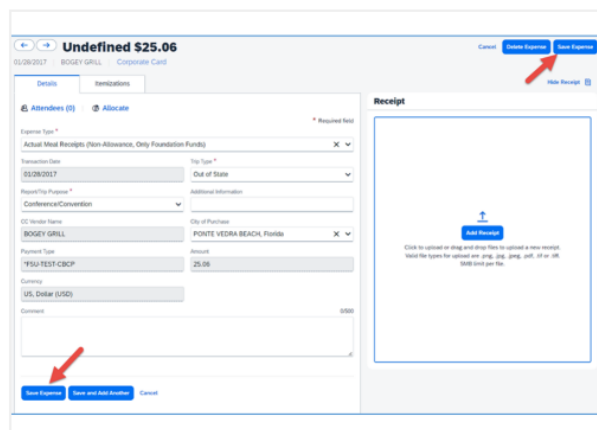
1 Open your Expense Report and click the **Add Expense** button.



2 Select transactions that are needed for the current expense report from the list of **Available Expenses** using the check boxes. Once all transactions needed are selected, click **Add to Report**.



3 Locate and select the check box next to the expense, then click **Edit**. This action will transition the page to editing the selected expense to add comments, define expense types, and attach receipts.



4 Fill out all required fields marked by a red asterisk *, attach a receipt image, review data, then **Save Expense**.

Please reference the [Concur User Guide](#) for additional guidance.