KEY UPDATES

- Page Changes
- Expense Landing and Report Page
- Report Key
- Destination Field
- Comments
- Missing Receipt Declaration
- Allocation Summary
- Report Libraries
Old

Report Landing Page

New

PAGE CHANGES
Report Creation

Old

New

PAGE CHANGES
Report Creation
Expense Entry Pages
Business Meeting/Meal (attendees) $35.00

- Expense Type: Business Meeting/Meal (attendees)
- Transaction Date: 05/13/2022
- Business Purpose: Meeting
- Alcohol: No
- Payment Type: Out of Pocket

Upload Receipt Image

Receipt Attachment
REPORT TITLE

Expense Landing Pages

PAGE CHANGES
Old

New
# Expense Landing Pages

![SAP Concur Expense](image)

**Report Title:**

In Accounting Review

<table>
<thead>
<tr>
<th>Report Details</th>
<th>Print/Share</th>
<th>Manage Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alerts</td>
<td>Receipt</td>
<td>Payment Type</td>
</tr>
<tr>
<td><img src="image" alt="Alerts" /></td>
<td><img src="image" alt="Receipt" /></td>
<td><img src="image" alt="Payment Type" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Vendor Details</th>
<th>Date</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of Pocket</td>
<td></td>
<td>04/11/2022</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Bank of America - CBCP</td>
<td>INTERNATIONAL TRANSACTION</td>
<td>03/25/2022</td>
<td>$1.87</td>
<td>$1.87</td>
</tr>
<tr>
<td>Bank of America - CBCP</td>
<td>INTERNATIONAL TRANSACTION</td>
<td>03/25/2022</td>
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<td>$1.87</td>
<td>$1.87</td>
</tr>
</tbody>
</table>

**Copy Report**
### Attendee Entries

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Remove</td>
<td>Create Group</td>
<td>Copy from Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Featherston, Kathryn D</td>
<td>This Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Business Meeting/Meal (attendees):** $35.00

**Attendees:** 1

**Amount:** $35.00

[Image of the Attendees interface in SAP Concur.]

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**PAGE CHANGES**
Attendee Entries
Create New Attendee

Attendee Type: Employee
First Name: DonnaMarie
Last Name: Cusano
Company:

Create Attendee
MISSING RECEIPT DECLARATION
Create Receipt Declaration

Use the Missing Receipt Affidavit feature to indicate that do not have a receipt for a valid business related transaction.
To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

- **Expense Type**: Airfare
- **Vendor**: American Airlines
- **Date**: 05/13/2022
- **Amount**: $300.00

By using the Missing Receipt Affidavit feature I certify that I do not have a receipt, but this transaction is a valid business transaction that conforms to MIT's travel and expense policy. I have changed the transaction to Expense Type Non-Recoverable Expense and allocated the purchase to a non-sponsored account.

[Accept & Create]
MISSING RECEIPT DECLARATION

Test Report $335.00 Not Submitted

By using the Missing Receipt Affidavit feature, I certify that I do not have a receipt, but this transaction is a valid business transaction that conforms to MIT’s travel and expense policy. I have changed the transaction to Expense Type Non-Recoverable Expense and allocated the purchase to a non-sponsored account.

Kathryn Reinhartson
05/04/2022
7422 PM Greenwich Mean Time

Date of Expense: 05/13/2022
Vendor: American Airlines
Amount: $300.00

Date  Requested
05/13/2022 $300.00
05/13/2022 $35.00

$335.00
### Test Report $335.00

<table>
<thead>
<tr>
<th>Report Details</th>
<th>Print/Share</th>
<th>Manage Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Totals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report Timeline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report Header</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit Trail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allocation Summary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Allocation Summary

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Expense Type</th>
<th>Vendor Details</th>
<th>Date</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>Airfare</td>
<td>American Airlines</td>
<td>05/13/2022</td>
<td>$300.00</td>
</tr>
<tr>
<td>Out of Pocket</td>
<td>Business Meeting/Meal (attendees)</td>
<td></td>
<td>05/13/2022</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

**Total:** $335.00
Old

New

REPORT LIBRARIES
KEY UPDATES

- Page Changes
- Expense Landing and Report Page
- Report Key
- Destination Field
- Comments
- Missing Receipt Declaration
- Allocation Summary
- Report Libraries