Concur
Procurement Reporting Expense Manual
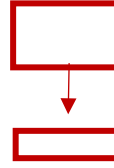
Procurement Card and Travel Services

Creating a New Expense Report

1.   Create   Start a Report

2.   (marked with red asterisk)   Create
Report.

4.   **Available Expenses**

                                    Add To

Report.

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5.

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6.