Use this QRC when submitting an expense report created by a delegate

**Log in to Concur**

Email notification from Concur notifying traveler the expense report is ready for submission. Click the link provided within the email.

- Log in using Purdue Career Account login and password. Click **Login**.

When not accessing Concur through the e-mail link, it is available through the [Employee Portal](https://www.purdue.edu/employeeportal) at [www.purdue.edu/employeeportal](http://www.purdue.edu/employeeportal)

**Submit Expense Report**

Choose Travel System (Concur).
Select the **Expense Report** from the Expense Tab within the **Active Work** box.

The checkmark icon 🟢 indicates the report is ready for traveler review and submission.

Click on the **Report Name**.

The expense report opens with allocated expense items listed on the left. Click **Submit Report** to forward the expense report to the fiscal approver.

Select **Accept & Submit**.
Review Report Totals.

Report Submit Status provides disbursement information and identifies the fiscal approver.

1. **Amount Due Employee** will be provided in a check (mostly likely directly deposited to the same account identified for payroll direct deposits), once expense report is approved through the system.

2. **Amount Owed Company** will be payroll deducted the next payroll cycle.

Select Close.

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**Approvals**

Traveler receives email notification from Concur when:
- the Expense Report is approved by the fiscal approver.
- the Central Travel Office approves the Expense Report.
- the Expense Report is extracted from Concur into SAP and reimbursement is due to traveler.