

UNIVERSITY OF CALIFORNIA

MERCED



Submitting your Expense Report
Step-by-Step Guide

Objective

This guide provides clear instructions for submitting your Expense Report in Concur. You will learn how to review the Chart of Accounts (COA), attach supporting documentation, and verify expense lines before final submission.

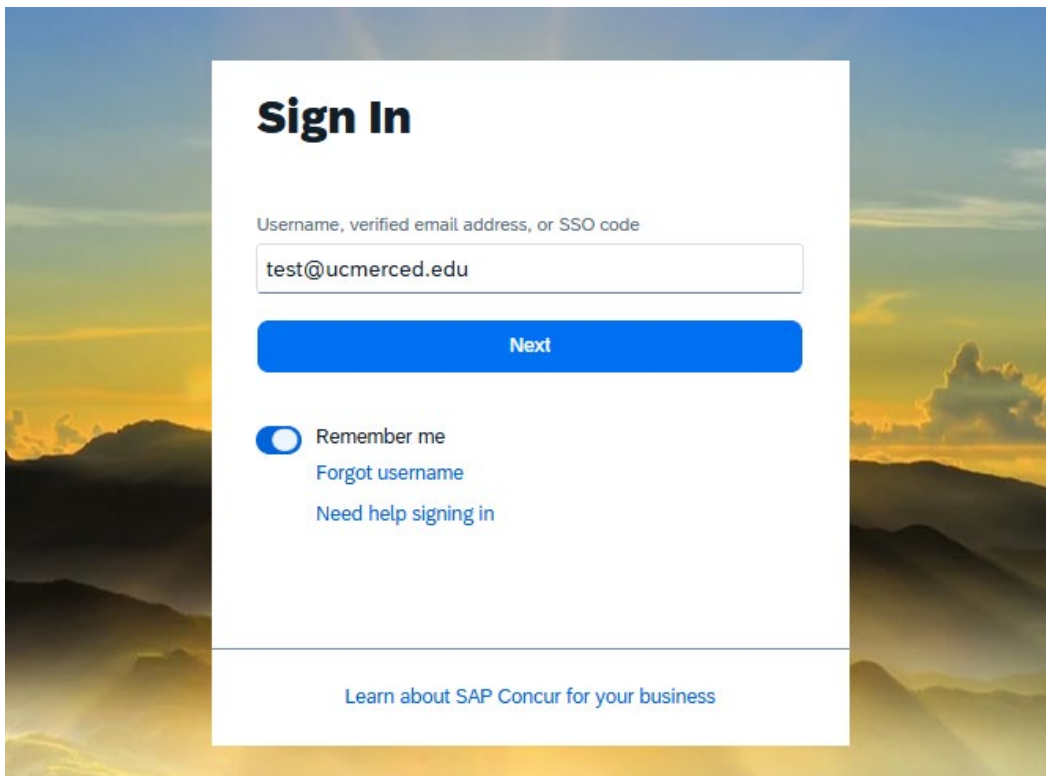
Before You Begin

- Ensure your **email address is [verified](#)** in your Concur profile settings. This allows you to receive important system notifications about your expense reports.

Steps to Review & Submit an Expense Report

Step 1: Log in to Concur

- Use this link: [Concur Login](#)
- Use your UC Merced email address; you will be redirected to the UCM Single Sign-On page



Step 2: Locate Your Expense Report

- Navigate to the **Expense Reports** section.
- Click on the **Report Name** you want to open.

The screenshot shows the SAP Concur 'Manage Expenses' page. At the top, there's a breadcrumb trail: Home / Expense / Manage Expenses. The main heading is 'Manage Expenses'. Below this, there's a 'Report Library' section with a 'View: Active Reports' dropdown and a 'Create New Report' button. A report card is visible with the title 'MP RITMxxxxxx', date '09/03/2025', amount '\$375.00', and a 'Not Submitted' status. Below the report library is the 'Available Expenses' section, which includes an 'Upload Receipt' button and a table with columns for Receipt, Payment Type, Expense Source, Expense Type, Vendor Details, Date, and Amount.

Step 3: Review Expense Lines

- Select each individual **expense line** within the report.
- Confirm that details such as dates, amounts, business purpose, and attachments are correct.

The screenshot shows the details of an expense report for 'MP RITMxxxxxx \$375.00'. The report is 'Not Submitted' and has a 'Report Number: BZJDIY'. There are buttons for 'Submit Report', 'Copy Report', and 'Delete Report'. Below this, there are navigation options: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A 'View Available Receipts' link is also present. The main section is titled 'Expenses' and has a 'View: Standard' dropdown. It includes an 'Add Expense' button and a table with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table contains two expense lines: 'Out of Pocket' for 'Car Rental' (Enterprise Merced, California) on 07/11/2025 for \$125.00, and 'Out of Pocket' for 'Conference Fees' on 07/09/2025 for \$250.00. A total of \$375.00 is shown at the bottom of the table.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	Out of Pocket	Car Rental	Enterprise Merced, California	07/11/2025	\$125.00
	Out of Pocket	Conference Fees		07/09/2025	\$250.00
					\$375.00

Step 4: Review and the Chart of Accounts (COA)

- Click **Report Details** in the dropdown menu.
- Select **Report Header** to open a new window.
- Review the **Report Header** information, including the COA being charged.
- Select **Allocation Summary** to review all COA's in the report (if multiple COA's are used)

MP RITMxxxxxx \$375.00 Submit Report Copy Report Delete Report

Not Submitted | Report Number: BZJDIY

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Report Add Expense Edit Delete Copy Allocate Combine Expenses Move

Standard

Payment Type	Expense Type	Vendor Details	Date	Requested
Out of Pocket	Car Rental	Enterprise Merced, California	07/11/2025	\$125.00
Out of Pocket	Conference Fees		07/09/2025	\$250.00
				\$375.00

Create New Report

Create From an Approved Request

* Required field

Policy * UCM Standard Expense Policy Report Name * Report Date 09/04/2025 Purpose * Detailed Business Justification * 0/1000

Entity * (1011) UCM CAMPUS Fund * (19900) STATE GENERAL FUND Function * Program *

Project * 1 *HR Unit * 2

Additional Personal Time? * Personal Days Start Date * MM/DD/YYYY Personal Days End Date * MM/DD/YYYY

Travel Allowance

Create Report Cancel

Step 5: Submit for Final Review and Payment

- If all details are correct → Click **Submit**.
- If updates are required → Go back to your original ServiceNow ticket and request that an associate, make the changes.

Alerts: 1

MP RITMxxxxxx \$375.00

Returned | Report Number: BZJDIY

Report Details | Print/Share | Manage Receipts | Travel Allowance

View Available Receipts

Expenses View: Standard

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>		Out of Pocket	Car Rental	Enterprise Merced, California	07/11/2025	\$125.00	...
<input type="checkbox"/>		Out of Pocket	Conference Fees		07/09/2025	\$250.00	...
						\$375.00	