# Creating a New Expense Report

## Creating a New Expense Report with the Quick Task Bar

When you need to create an Expense Report that does not require a Request, you can start the report either from the Quick Task bar or the Expense link in the Home dropdown. These steps use the Quick Task bar.

From the SAP Concur home page, follow the steps below:

1. Mouse over the **New** tile, then click the **Start a Report** link.
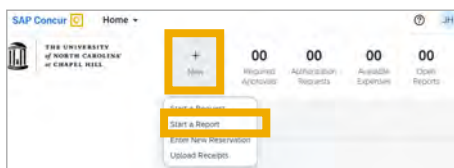
   

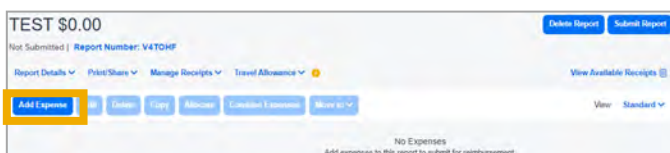   **Result:** The Create New Report page displays.

2. Complete the required and optional fields as appropriate (required fields are indicated with a red asterisk).

   **Note:** You can click *Need help attaching Request?* to use the WalkMe feature for step-by-step assistance.

3. Click **Create Report/Save** button.

   

4. Click the **Add Expense** button to add credit card transactions or to create out-of-pocket expenses.

   
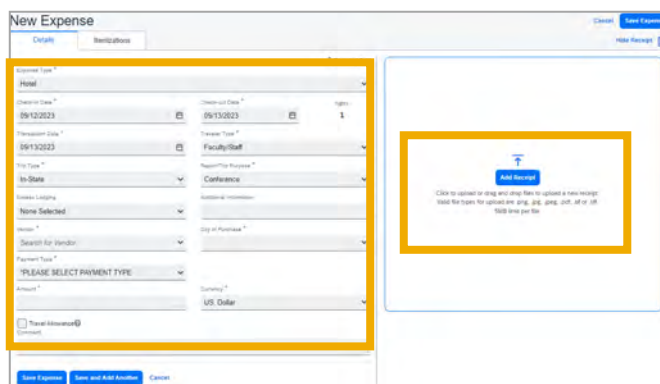
   **Result:** An Add Expense pop-up will appear.

5. Select the appropriate expense type.

   **Note:** To add a T&E Card or Airfare Direct Bill transaction to your report, select the transaction(s) on the **Available Expenses** tab then click **Add To Report**. To add a new, out-of-pocket expense, select the appropriate expense type on the **Create New Expense** tab.
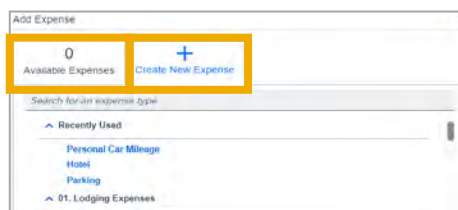
   

   **Result:** The New Expense screen displays.

6. Complete the required and optional fields as appropriate.

   

   **Note:** Itemization is required and must be completed for certain expense types for which a breakdown must be provided.

7. Attach the required receipts and documentation.

   **Note:** For more information on attaching receipts, please reference the Adding Receipts to an Expense QRC.

8. Click the **Save Expense** button.
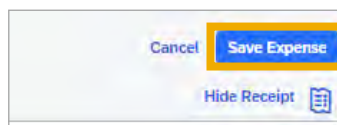
   

   **Result:** The expense is now saved to your report.