Overview: Business meetings are those meetings where food and beverages may be served and the primary purpose of the meeting is to discuss Duke business. The business meeting expense type (charged to G/L account 696000) is available on both travel and non-travel reports and requires additional information to clearly explain and document the business purpose of the meeting.

**Step 1**

*From the Expense tab, select the transaction by clicking the box to the left and select Edit.*

**Step 2**

The Expense Details window displays. Select the Expense Type field and use the drop down to select the appropriate expense type.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Step 3

Complete all required fields (with red asterisks*). The Location should be in City/State format. Per Duke policy, attendees must be identified and an agenda attached for the 696000 expense type by selecting the Attendees link. Review the Adding Attendees to an Expense Quick Reference Guide for specific instructions. Once attendees are added, check the box to confirm. Select Save.

Step 4 – If receipt is not attached

From the Expense page, select the Attach Receipt icon to attach the agenda and the receipt. In the Add Receipt window, select Upload New Receipt to select a receipt from your desktop or select a receipt from the available receipts.

Once loaded, a picture of the receipt will appear under Receipt on the Expense page.
Step 5

Once a receipt is attached to the expense, on the Expense screen, select the receipt image. From the pop-up window, select Add. This action allows you to add an additional image to the expense.

Step 6

In the Add Receipt window, upload the agenda by selecting from the available images or uploading an image by selecting Upload New Receipt.

Step 7

Once the agenda has been added, notice the page numbers have changed and you can also view the agenda using the scroll bar to the right of the receipt.
Step 8

Once the agenda has been added, open Expense Details and check the box confirming the addition of the agenda. Select Save Expense.

Step 9

Notice the message at the bottom of the screen indicating the expense has been saved. Continue working in the expense report until receipts are attached and all pertinent information is entered based on the expense types used in the report. Select Submit Report to submit the expense report or Notify to alert the employee submission is needed if you are working as an expense delegate.