Overview: Corporate card and out-of-pocket expenses where receipts are submitted electronically, must be pulled into an expense report. Individual or groups of expenses can be moved into the report.

Moving Expenses into a Report

Step 1

From the Expense page, select Add Expense.

Step 2

In the Add Expense window, from the Available Expenses tab, select the expense(s) by clicking the check box next to each expense. Select Add to Report.

Step 3

The expense now displays in the Manage Expenses screen. Check the box next to the expense and select Edit to open the Expense Detail window and continue working with the expense.

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

Sorting in Ascending/Descending Order

In the New Expense window, from the Available Expenses tab, select the column you’d like to sort in ascending/descending order. Look for the black sort arrow indicating the column is currently sorted.

Deleting an Expense

If you accidently pull the wrong expense into your expense report, delete it by checking the box to the left of the expense and selecting Delete. This will move the expense back to Available Receipts.

The Confirm Delete window will display. Select Delete from Report to delete the expense from the expense report.
Helpful Hints

In many instances, Concur will automatically match a receipt and a corporate card charge once both are in the system. In the event auto-matching does not occur, the receipt and the corporate card charge will display as separate items in Available Expenses. A Duke CC payment type that does not display a picture of the receipt in the Receipt column, means no receipt is attached to the charge. A payment type of Pending Card Transaction means Concur has identified a receipt that hasn’t been paired to a corporate card expense sent in from Bank of America.

From the Available Expenses, select Add Expense. Select the check box beside both the corporate card charge and the receipt. If the selected expenses can be matched, the Combine Expenses button will be available. Select Combine Expenses to pair the two items.

Once receipt and corporate card expense are combined, Duke CC line with a picture of the receipt displays.