SUBMITTING EXPENSE REPORTS

Overview: All employees, whether they create the report or it is created by a delegate, should review expense reports before submission.

Using a Computer

Step 1
Log into the Concur Home Page via the Concur tab at work.duke.edu or go to concur.duke.edu and select the log-in button on the home page.

Step 2
On the lower right side of the home page, go to Open Reports. Select the report that indicates it is Ready for Review.

Step 3
Review the details of each expense by selecting the expense. Select Receipt Image to review the receipt. Select Submit Report.

Please note: After selecting Submit Report, you will receive a hard stop red error message if receipts are not attached.

Attach the appropriate receipts and select Submit Report again.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Step 4

Review the attestation. Select **Accept and Submit** to submit the expense report. A confirmation screen will appear. Select **Close**.

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Using the Concur Mobile App to Submit

**Step 1:** Open the Concur App. Select **Expense Reports**.

**Step 2:** Looking at **Unsubmitted**, find the **Not Submitted** report you would like to submit. Tap to open.

**Step 3:** Use **Expenses** to review details of each expense. **Receipts** displays receipts. Select **Submit** and **Accept** the Attestation.

**Step 4:** Report now displays in **Submitted**.

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If you have questions about submitting your expense report, contact your business office.

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