**Submitting a Concur Expense Report**

<http://cms.business-services.upenn.edu/penntravel/>

click on ‘Login to Concur’ (towards the bottom in red)

there are pdfs and videos to help you along the way, you can also call 215-746-HELP if you get stuck

here are a few pointers:

* You must have itemized receipts. If the report is for travel for more than one person, or an event involving more than one person: attach a list of all travelers or attendees
* choosing categories of expense:
	+ food at events without alcohol is Student Activities—do NOT use the meal categories, they are for travel
	+ food at events with alcohol is Entertainment—alcohol has to be itemized
* everything else, just pick the category that suits best
* Non-food related expenses:
	+ report the full amount on the receipt, then itemize the tax as non-reimbursable (the University does not reimburse tax on non-food related items)