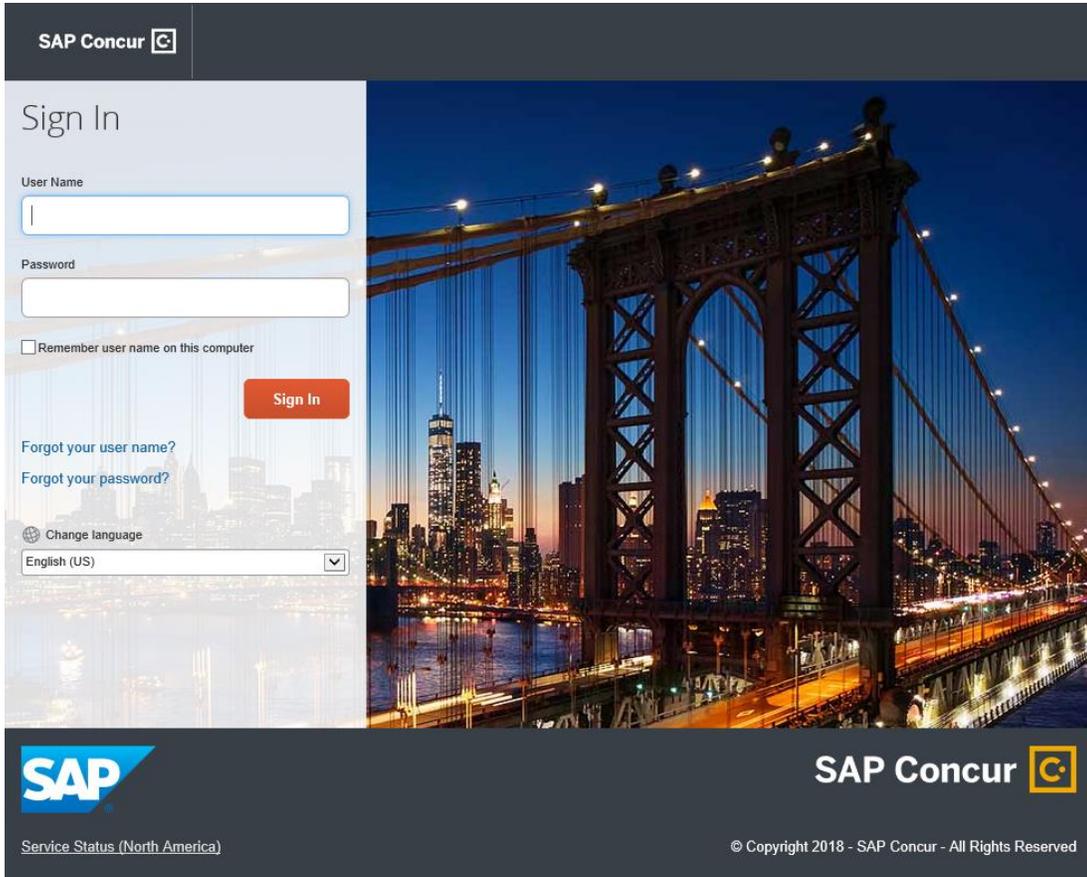


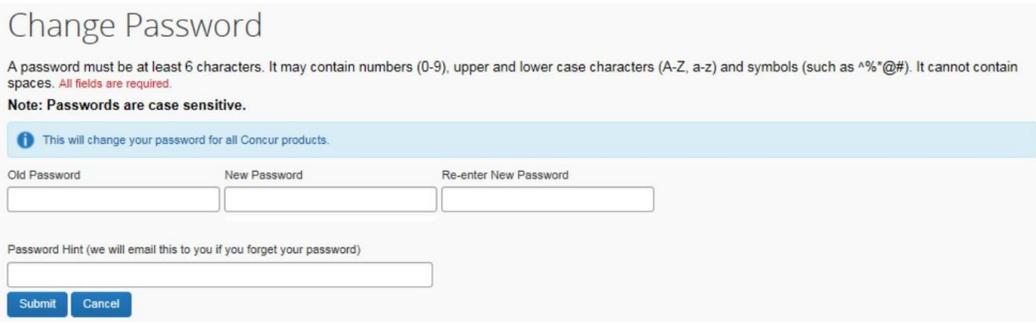
Signing In to SAP Concur

1. On the **Sign In** screen, enter your **User Name** and **Password**.

If this is your initial log in to SAP Concur, you will enter the temporary password that was provided to you.



2. Click **Sign In**.
3. Enter and confirm your new password.
Note that your password must be at least seven characters with at least one number and one letter.



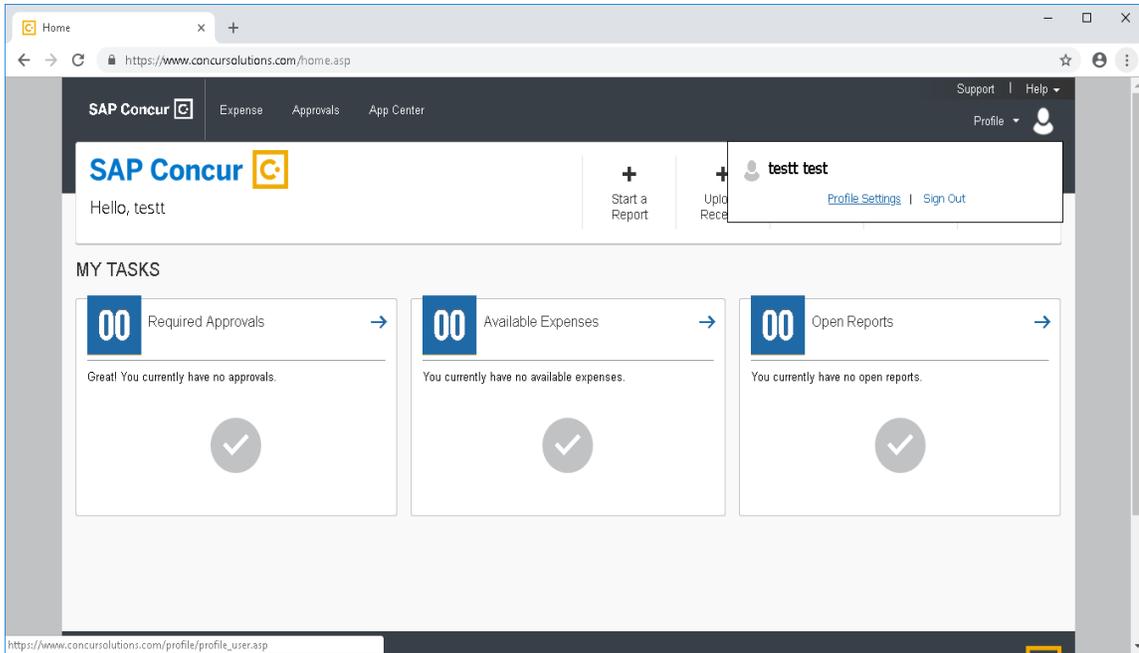
4. To act as a reminder, enter a hint for the password, and then click **Submit**.

Updating Your Expense Profile

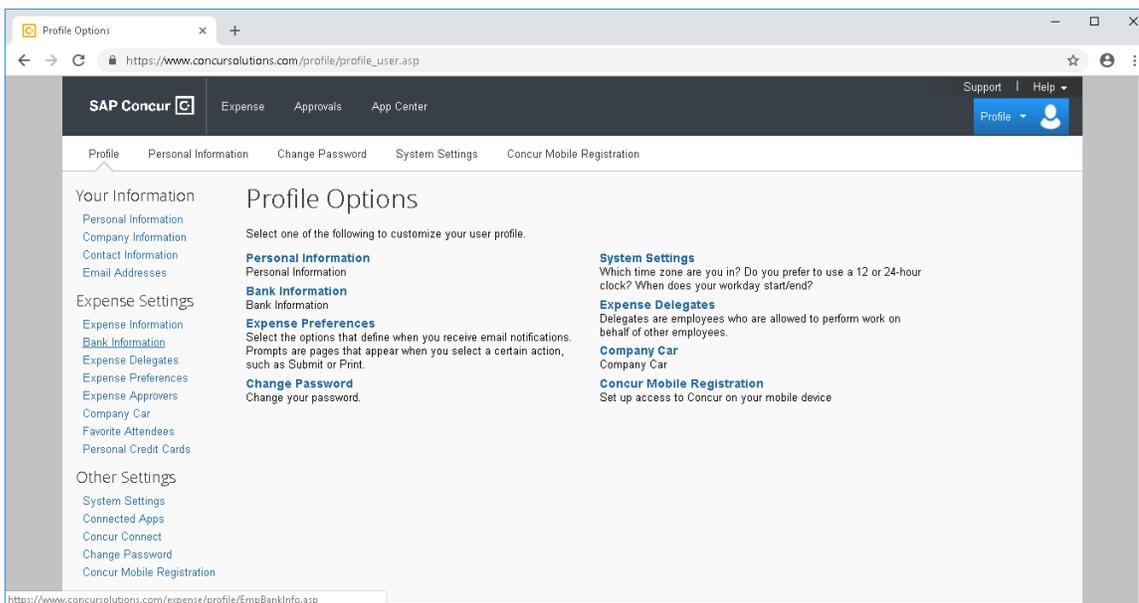
Use the **Profile Options** page to customize your user profile. Here you will enter your banking information (you will need your routing number, account number and bank name) and designate your personal car to be able to submit for mileage reimbursement.

To enter your banking information:

1. From the main page, select the **Profile** drop down menu and click on **Profile Settings**.



2. On this Profile Page, select **Bank Information**:



3. Enter the banking information for the account you want your expense reimbursements to direct deposit to. When you are finished, you must check the box that states **“I authorize the use requirement below”** and click on **“Save”**. It is important to note that if your account information changes, you will need to update the information here. This will not automatically be done if you change your banking information for payroll purposes.

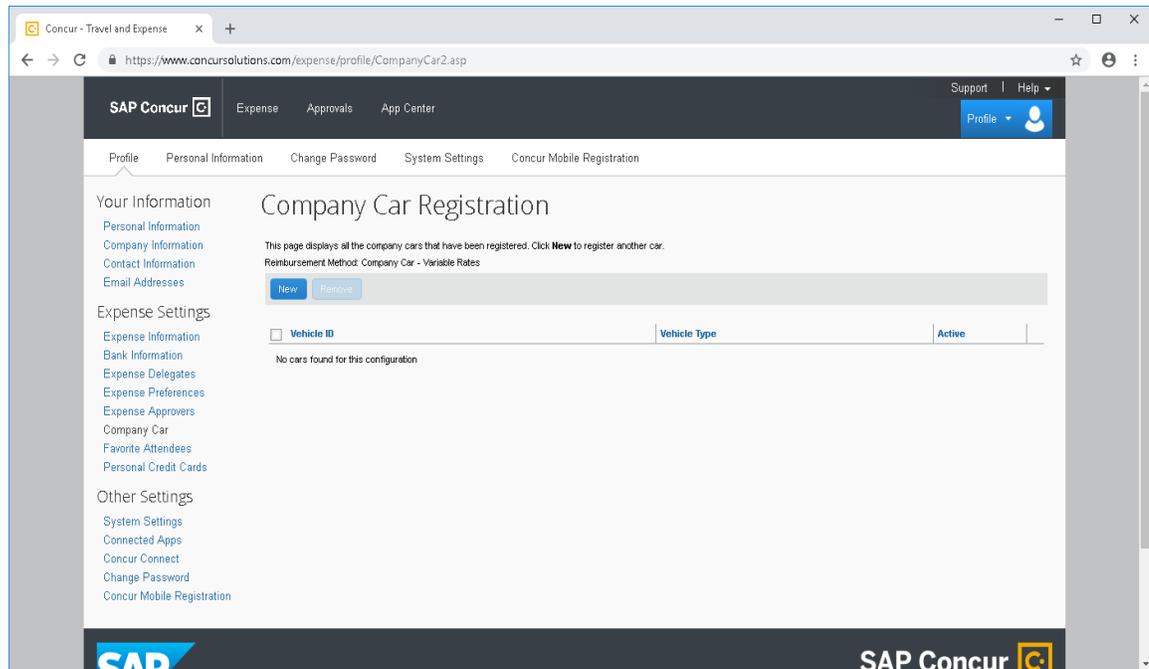
The screenshot shows the 'Bank Information' form in the SAP Concur system. The form is titled 'Bank Information' and is located at the URL <https://www.concursolutions.com/expense/profile/EmpBankInfo.asp>. The form is divided into several sections: 'Your Information', 'Expense Settings', and 'Other Settings'. The 'Your Information' section includes fields for 'Bank Country' (set to 'UNITED STATES'), 'Bank Currency' (set to 'US, Dollar'), 'Routing Number', 'Bank Account Number', and 'Re-Type Bank Account Number'. The 'Expense Settings' section includes fields for 'Bank Name', 'Branch Location', 'Account Type' (set to 'Checking'), 'Status', and 'Active' (set to 'Yes'). The 'Other Settings' section includes fields for 'Personal Address Line 1', 'Personal Address Line 2', 'City', 'State', and 'ZIP Code'. At the bottom of the form, there is a 'Save' button and a checkbox labeled 'I authorize the use requirement below'. The SAP Concur logo is visible in the bottom right corner.

Designating your personal car:

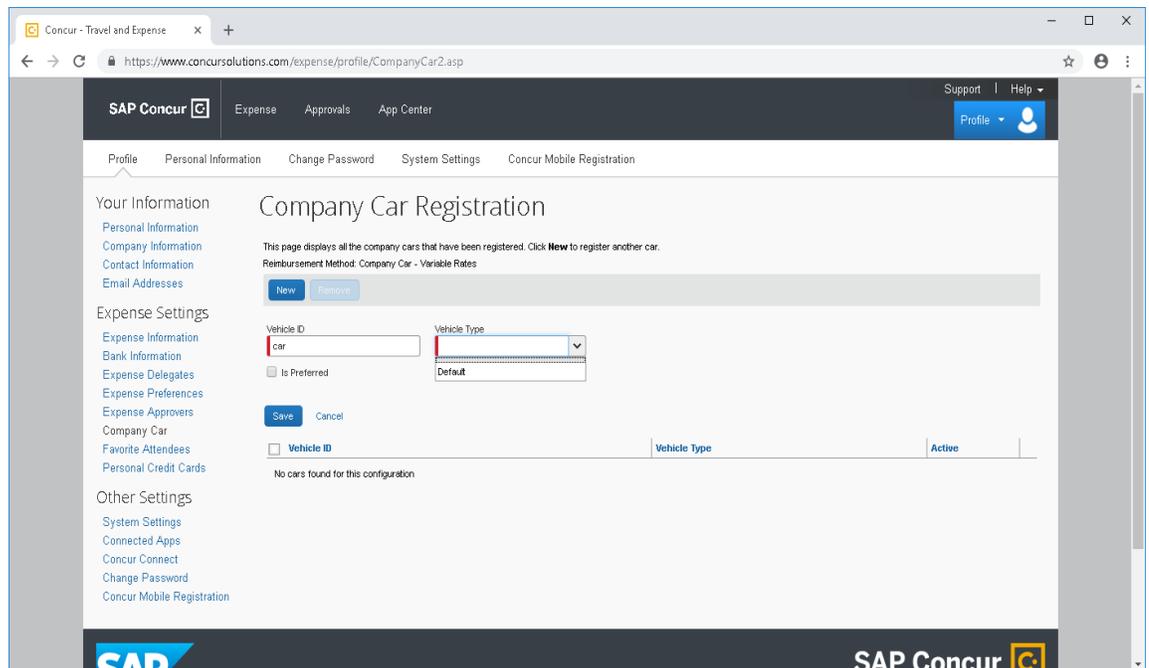
1. From the Profile Page, select Company Car:

The screenshot shows the 'Profile Options' page in the SAP Concur system. The page is titled 'Profile Options' and is located at the URL <https://www.concursolutions.com/expense/profile/CompanyCar2.asp>. The page is divided into several sections: 'Your Information', 'Expense Settings', and 'Other Settings'. The 'Your Information' section includes links for 'Personal Information', 'Company Information', 'Contact Information', and 'Email Addresses'. The 'Expense Settings' section includes links for 'Expense Information', 'Bank Information', 'Expense Delegates', 'Expense Preferences', 'Expense Approvers', 'Company Car', 'Favorite Attendees', and 'Personal Credit Cards'. The 'Other Settings' section includes links for 'System Settings', 'Connected Apps', 'Concur Connect', 'Change Password', and 'Concur Mobile Registration'. The main content area of the page is titled 'Profile Options' and contains the following text: 'Select one of the following to customize your user profile.' Below this text, there are several sections: 'Personal Information', 'Bank Information', 'Expense Preferences', 'Change Password', 'System Settings', 'Expense Delegates', 'Company Car', and 'Concur Mobile Registration'. The 'Company Car' section is highlighted in blue. The SAP Concur logo is visible in the bottom right corner.

2. On the **Company Car Registration Page**, select **New**



3. Next, type in your **Vehicle ID**, you may name your car whatever you would like, and from the **Vehicle Type** drop down menu, select **Default**, then select **Save**.

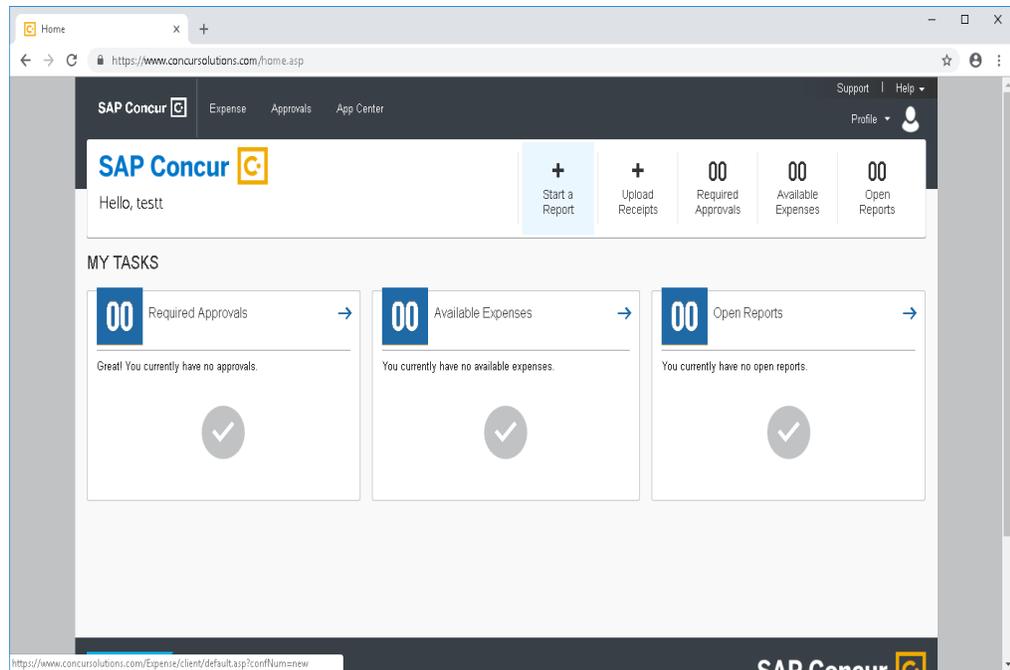


You are now ready to create your first expense report!

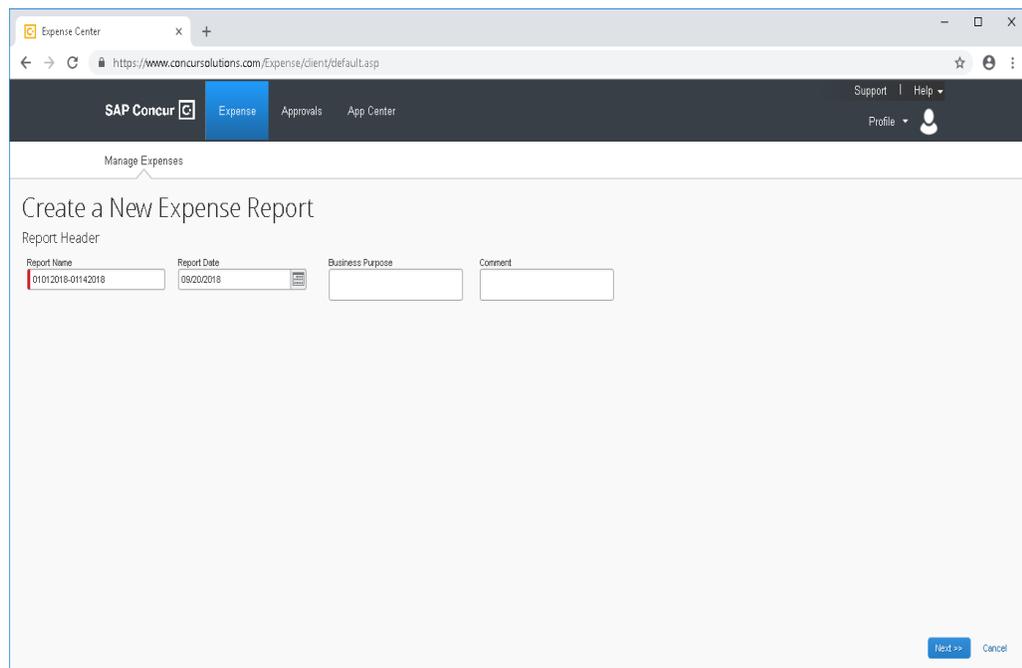
Creating an Expense Report

To create an expense report

1. On the SAP Concur home page, on the Quick Task Bar, click **Start a Report**.



2. On the **Create a New Expense Report** page, complete all required fields (indicated with a red bar) and then click **Next**. For the Report Name, we suggest you use the date range of the expenses your submitting for reimbursement.



3. Click **New Expense** to create a new expense, or select one from the **Expense Type** list. After you select the expense type, the **Expense Type** fields automatically populate.

The screenshot shows the SAP Concur Expense Center interface. The main heading is "Manage Expenses" with the identifier "01012018-01142018". Below this, there are buttons for "New Expense", "Quick Expenses", "Import Expenses", "Details", "Receipts", and "Print / Email". A table titled "Expenses" is visible, with columns for "Date", "Expense Type", "Amount", and "Requested". The "New Expense" form is open, showing a list of expense types categorized into groups: 01. Travel, 02. Transportation, 03. Meals and Entertainment, 04. Office Expenses, 06. Fees, and 07. Other. The "Expense Type" field is currently empty.

4. Complete all required fields. It is important to note here that **itemized receipts are required for all transactions**. For each expense the date entered in the **Transaction Date** must match the date on your receipt. Click on **Attach Receipt** to upload your receipt to your expense item. After you have entered all of the information click **Save**.

The screenshot shows the SAP Concur Expense Center interface with the "New Expense" form filled out. The "Expense Type" is set to "Dinner", the "Transaction Date" is "09/19/2018", and the "Business Purpose" is "Dinner". The "Vendor Description" is "Corporate", the "Payment Type" is "Cash", and the "Amount" is "5.87" USD. The "Location" is "Corporate". The "Personal Expense (do not reimburse)" checkbox is unchecked. The "Attach Receipt" button is visible at the bottom right of the form.

Expense Center

https://www.concursolutions.com/Expense/client/default.asp

SAP Concur Expense Approvals App Center Support Help Profile

Manage Expenses

01012018-01142018

+ New Expense + Quick Expenses Import Expenses

Expenses

Adding New Expense

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

File Selected for uploading:

No file selected

Or choose an image from your Available Receipts.

Available Receipts

You have no available receipts

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Expense Center

https://www.concursolutions.com/Expense/client/default.asp

SAP Concur Expense Approvals App Center Support Help Profile

Manage Expenses

01012018-01142018

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

| Date | Expense Type | Amount | Requested |
|------------|--------------|--------|-----------|
| 09/19/2018 | Dinner | \$5.87 | \$5.87 |

Adding New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Dinner

All Expense Types

| | | | |
|---------------------------|------------------------------------|---------------------------------------|-----------------------|
| 01. Travel | ...02. Transportation | ...03. Meals and Entertainment | 06. Fees |
| Airfare | Personal Car Mileage | Business Meals (Attendees) | Credentialing/License |
| Car Rental | Taxi | Dinner | 07. Other |
| Hotel | Tolls/Road Charges | Lunch | OME Lodging |
| 02. Transportation | Train | 04. Office Expenses | OME Meal |
| Fuel | 03. Meals and Entertainment | Office Supplies | OME Reimbursement |
| Parking | Breakfast | Postage | OME Travel |
| ...07. Other | | | |
| Miscellaneous | | | |

TOTAL AMOUNT \$5.87 TOTAL REQUESTED \$5.87

5. To enter **Personal Car Mileage** select that option from the expense types.

The screenshot shows the SAP Concur Expense Center interface. The main heading is "Manage Expenses" with the ID "01012018-01142018". Below this, there are buttons for "New Expense", "Quick Expenses", "Import Expenses", "Details", "Receipts", and "Print / Email". A table of expenses is visible, with one entry for "Dinner" on 09/19/2018 for \$5.87. The "New Expense" form is open, showing "Expense Type" set to "Personal Car Mileage", "Transaction Date" as 09/19/2018, and "Business Purpose" as an empty field. There are also fields for "From Location", "To Location", "Payment Type" (set to "Cash"), and "Distance: Amount" (set to 0). A "Mileage Calculator" button is visible at the bottom right of the form. At the bottom of the page, there are buttons for "Save", "Allocate", "Attach Receipt", and "Cancel".

6. Select the **Mileage Calculator**. Enter your starting and ending destinations.

The screenshot shows the SAP Concur Expense Center interface with the "Mileage Calculator" pop-up window open. The calculator shows two waypoints: "7250 Parkway Dr, Hanover, MD 21076, L" and "200 Memorial Ave, Westminster, MD 21156". The distance between them is "39.9 MI". Below the waypoints, there are "Directions" and "Suggested routes" with options like "MD-140 W 40.0 mi. About 49 mins". The calculator also shows "40.0 mi. About 49 mins" and a "Deduct Commute" checkbox. At the bottom of the calculator, there are fields for "TOTAL PERSONAL" (0.0 MI) and "TOTAL BUSINESS" (39.9 MI). The background shows the same expense form as in the previous screenshot, with the "Mileage Calculator" button highlighted. At the bottom of the page, there are buttons for "Save", "Allocate", "Attach Receipt", and "Cancel".

7. Select to **Add Mileage to Expense** and then **Save**.

The screenshot displays the SAP Concur Expense Center interface. The main header shows 'SAP Concur Expense' with navigation options for 'Approvals' and 'App Center'. The user's profile is visible in the top right. The main content area is titled 'Manage Expenses' and shows a report for '01012018-01142018'. A 'New Expense' modal is open, showing the following details:

- Expense Type:** Personal Car Mileage
- Transaction Date:** 09/19/2018
- Business Purpose:** (empty field)
- From Location:** 7250 Parkway Dr, Hanover, MD 2107
- To Location:** 200 Memorial Ave, Westminster, MD
- Payment Type:** Cash
- Distance:** 40 miles
- Amount:** 21.80 USD
- Location:** Corporate

At the bottom of the modal, there are buttons for 'Save', 'Allocate', 'Attach Receipt', and 'Cancel'. A 'Mileage Calculator' icon is also visible. On the left side of the main interface, there is a table of expenses:

| Date | Expense Type | Amount | Requested |
|------------|--------------|--------|-----------|
| 09/19/2018 | Dinner | \$5.97 | \$5.97 |

At the bottom of the main interface, there is a summary: TOTAL AMOUNT \$5.87 and TOTAL REQUESTED \$5.87.

Note – all mileage must be submitted using the Mileage Calculator.

- When you have finished adding all of your expenses to your expense report, select the **Submit Report** option in the top right corner. You can add all of your expenses at one time and submit, or you can add them as you collect them, the report will save in the system until you submit it.