

GETTING STARTED

- Login to www.bcm.edu/concur-solutions or click **Concur Logon** from the Travel and Expense website (www.bcm.edu/mosaic > Travel and Expense).

ADDING ATTENDEES TO BUSINESS MEALS

1. With the expense report open, on the **New Expenses** tab, select **Business Meals/Entertainment**.
2. Click **Advanced Search** to search for attendees by type. Check the appropriate box for each attendee to add.
3. Click **Add to Expense**.
4. Check appropriate attendees.
5. Click **Save**.

SUPPORT

Website: www.bcm.edu/mosaic > Travel and Expense (for Policies, FAQs, and training)

SAP Concur Support: concursupport@bcm.edu