SAP Concur – Quick Guide

Itemizing Expenses

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).

ITEMIZING EXPENSES

1. Click on the expense that you want to **Itemize** by selecting the expense on the left side of the report or select from the Expense Types.

2. Complete the Expense detail information.

3. Click **Itemize** at the bottom right of the screen.

4. Fill in the required information and click **Save Itemizations**.

5. All itemizations will appear on the left side of the expense report.

6. To edit an Itemization, click the Itemization on the left side of the screen and make changes on the right side of the screen.

7. To delete an Itemization, click the Itemization on the left side of the screen and click the Delete button at the top of the expense report.

SUPPORT

Website: www.bcm.edu/mosaic > Travel and Expense (for Policies, FAQs, and training)
SAP Concur Support: concursupport@bcm.edu