

#### GETTING STARTED

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

#### CONVERTING CURRENCY

To account for an expense incurred in another currency:

1. With the report open, click **New Expense**, and then enter the appropriate information in the required and optional fields.
2. Enter the **Amount** of the expense. Select the appropriate currency in the drop down. If the currency is other than USD, the conversion rate will automatically populate based on the Transaction Date.
3. The Concur system calculates the amount in US dollars.

#### SUPPORT

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

**SAP Concur Support:** [concursupport@bcm.edu](mailto:concursupport@bcm.edu)