

How to Submit an Expense Report

After being notified by a delegate that a report is ready for review and submission:

- Go to www.ers.psu.edu and select Login.
- Select "View and Edit" in the Expense Reports section of Concur Central.
- The "Expense Report List" page will reflect all of your expense reports.
- At the top of the list of reports is a "**Find Reports**" drop-down list function.
- Select "Unsubmitted Reports" from the drop-down list to view only those reports waiting to be submitted and select Go.
- Select the desired report by clicking on the name.
- In the "Expense List" page, select individual expense types to review for accuracy.
- Select the "View Receipts" link on the right above the expense list to review receipts.
- When satisfied with the accuracy of the report use the "Submit" link at the right above the expense list.
- Selecting **OK** at the submission statement reflects your certification of the accuracy of the report, that all expenses submitted for reimbursement were related to University business, and that you are not receiving reimbursement from any other source for expenditures claimed as reimbursable.
- The "My Updates" section of your Concur Central page will reflect the status of the report as it moves through the appropriate workflow approvals up through and including the final status of "Sent for Payment".