Submit an Expense Report Created by a Delegate

**Step One: Receive Notification and Log into Concur**

1. You will receive notification by email from AutoNotification@concursolutions.com that there is an expense report needing your submittal.
2. Click on the link provided in the email to log into Concur. (Step: PennKey Authentication)
3. Alternate login:
   a. [www.upenn.edu/penntravel](http://www.upenn.edu/penntravel)
   b. Select large red button Expense Report
   c. Click on the Concur icon in the middle of the page
   d. Proceed with PennKey authentication
**Step Two: Select Expense Report, Review and Submit**

1. Click on the Expense tab to view your open expense reports

   **Note:** You can also view any open expense reports that have not been submitted (or that have been returned and need to be re-submitted) by clicking on “Open Reports” on the Work to Zero dashboard

![Expense tab](image)

2. Your active reports will appear as tiles

   **Note:** To view past reports which have already been submitted, click “Report Library” at the top right.

![Active Reports](image)

3. Select the report that needs to be submitted by clicking on the tile
4. When the report opens, review it for accuracy and completeness
5. Adjust the expense report as necessary, adding additional expenses, receipts or comments as needed (Work with your delegate if needed)
6. When the expense report is OK, click the orange “Submit Report” button at the top right hand side of the screen
**Step Three: Multiple Reports needing Submittal**

If there are multiple reports needing submittal, on the Expense page click “Manage Expenses” to return to your active reports. Select the next report and proceed as you did in Step Two above.

**Step Four: Log out of Concur**