

How to submit a Claim for Approval in SAP Concur

Note: Once a Claim is ready and all related expenses and fuel receipt have been added it must be sent for approval.

1. In the relevant Claim click on the **Submit Claim** button.

Submit Claim

2. An agreement screen will appear, clicking on the **Accept & Continue** button means that you certify the details being submitted are accurate and agree to the conditions. Read this carefully before clicking the accept button.

User Electronic Agreement X

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this claim.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying the Company in full for those expenses.

Cancel **Accept & Continue**

3. In the **Claim Totals** window click on the **Submit Claim** button.

Submit Claim

4. A confirmation window will appear confirming the Claim has been submitted, click on the **Close** button to close the window.

 **Claim Submitted**

April Claim | £4.50

Close

The Claim will then be checked by your Approver, if the details are correct you will receive an email confirming the Claim has been approved.

If the Claim requires further info or amendment you will receive an email confirming the Claim has been rejected and the open Claim will reappear on your Homepage.



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