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.

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.

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

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

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.