Solutions to Concur FAQs

How to Assign an Expense Delegate

https://benhelps.upenn.edu/support/solutions/articles/15000043317-assign-an-expense-delegate

How to Create Itinerary and Enter Per Diem for Meals- Fixed Meals

https://benhelps.upenn.edu/support/solutions/articles/15000043540-create-itinerary-and-enter-per-diem-for-meals-fixed-meals

How to Itemize an Expense

https://benhelps.upenn.edu/support/solutions/articles/15000043654-itemize-an-expense

How to Import Credit Card Charges to Expense Report

https://benhelps.upenn.edu/support/solutions/articles/15000043253-import-credit-card-charges-to-expense-report

How to Attach Receipts

https://benhelps.upenn.edu/support/solutions/articles/15000043597-attach-receipts

How to Claim Personal Car Mileage

https://benhelps.upenn.edu/support/solutions/articles/15000043505-claim-personal-car-mileage

How to Complete a Missing Receipt Affidavit

https://benhelps.upenn.edu/support/solutions/articles/15000043647-missing-receipt-affidavit

Alert: Report contains at least one itinerary with a single itinerary row

https://benhelps.upenn.edu/support/solutions/articles/15000077513-alert-report-contains-at-least-one-itinerary-with-a-single-itinerary-row

How to Access Old Expense Reports

https://benhelps.upenn.edu/support/solutions/articles/15000078444-how-can-i-see-my-old-expense-reports-

Expense Pay Notification: Payment Denied

https://benhelps.upenn.edu/support/solutions/articles/15000050114-concur-sent-me-an-email-expense-pay-notification-payment-denied-what-do-i-need-to-do-