# Creating a New Expense Report

When you need to create an expense report that does not include previous travel bookings, you can start the report either from the **Quick Task** bar or the **Expense** tab on the menu bar. In this example, you will see how to use the Quick Task bar.

1. From the **SAP Concur** home page, on the **Quick Task** bar, place your mouse pointer over **New**, and then click **Start a Report**.
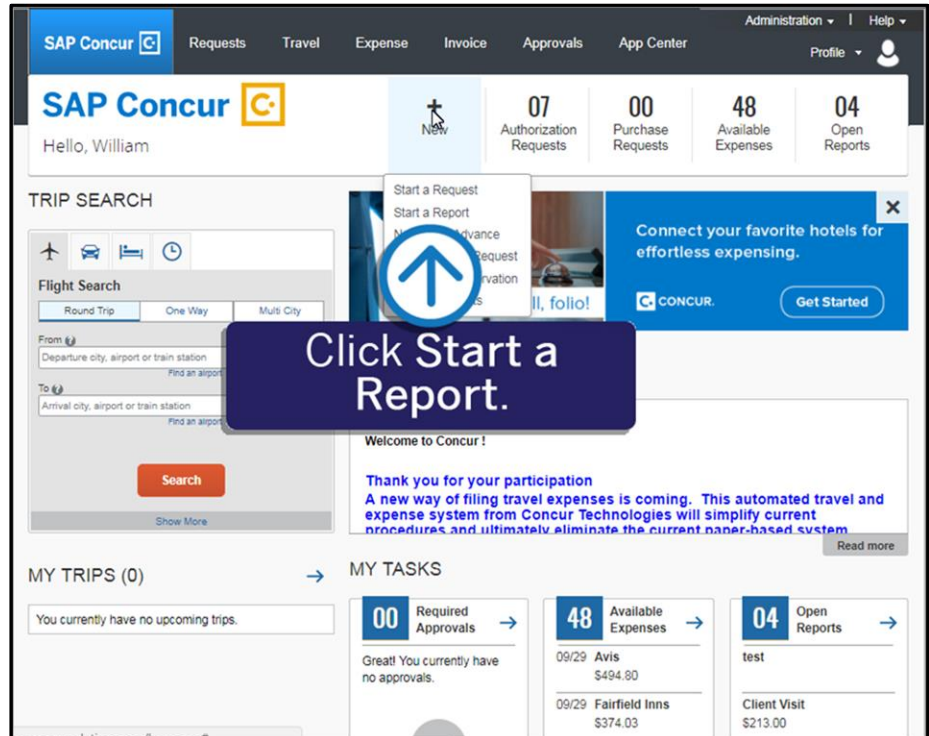
2. On the **Create New Report** page, complete the required and optional fields as directed by your company (required fields are indicated with a red asterisk), and then click **Create Report**.
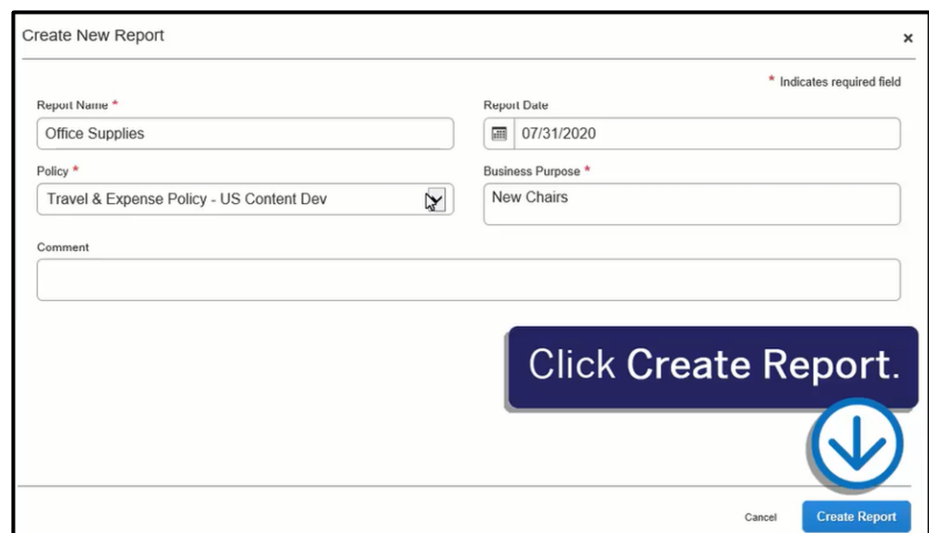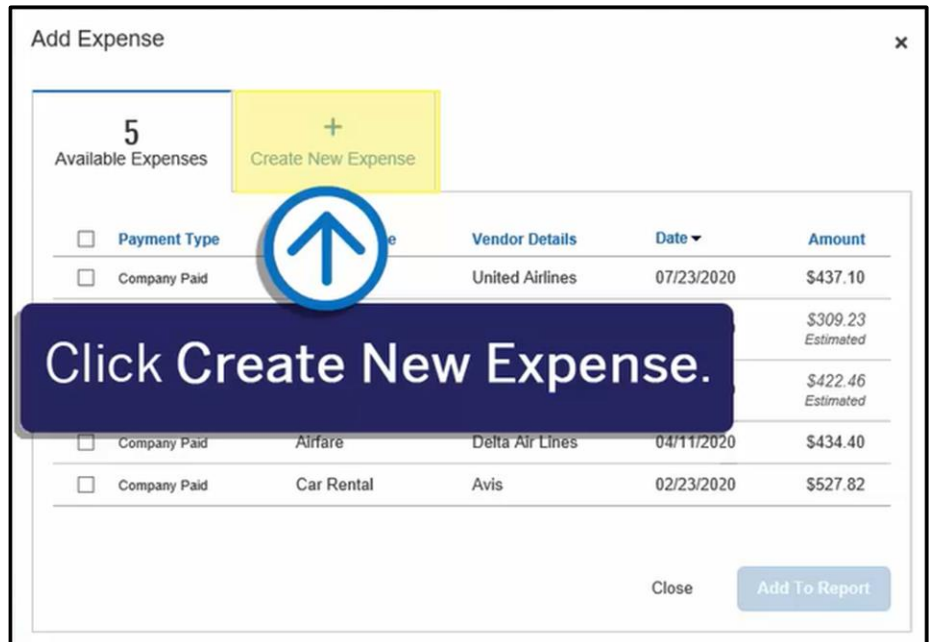
3. In the open report, click **Add Expense** to add credit card transactions or to create out-of-pocket expenses.
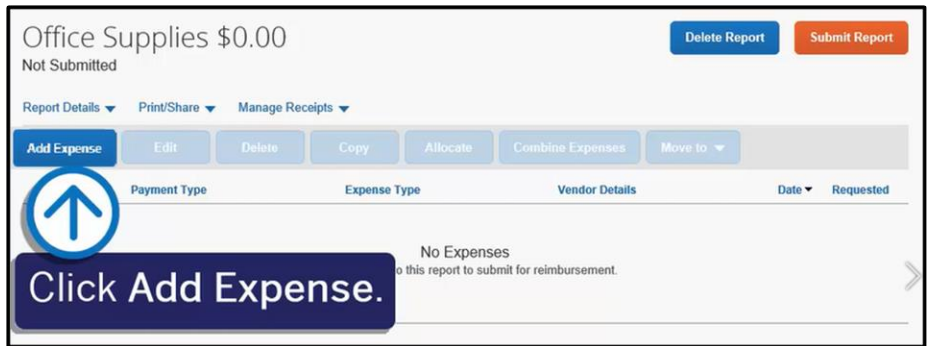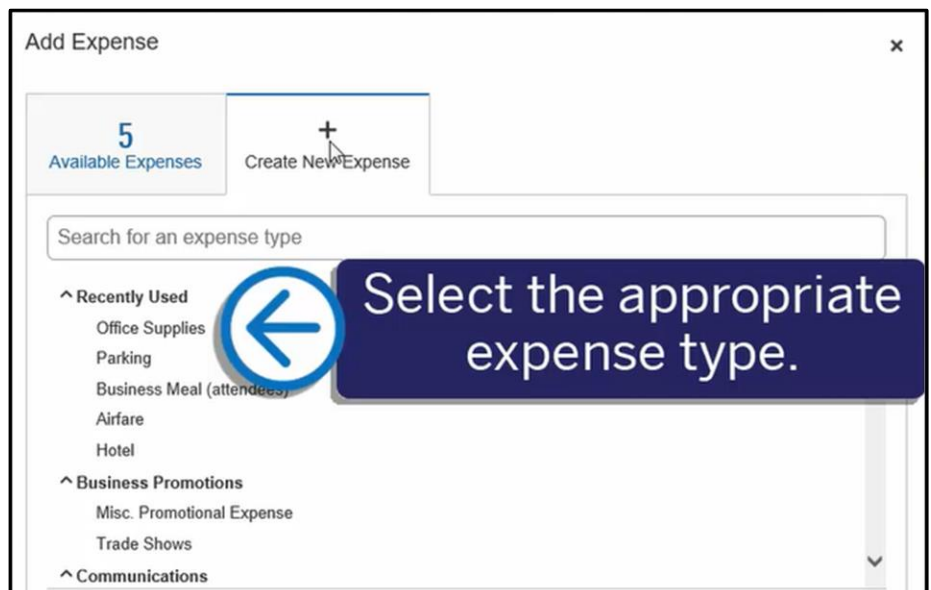

4. On the **Available Expenses** tab, select the expenses that you want to add to the report or click the **Create New Expense** tab to add new expenses.

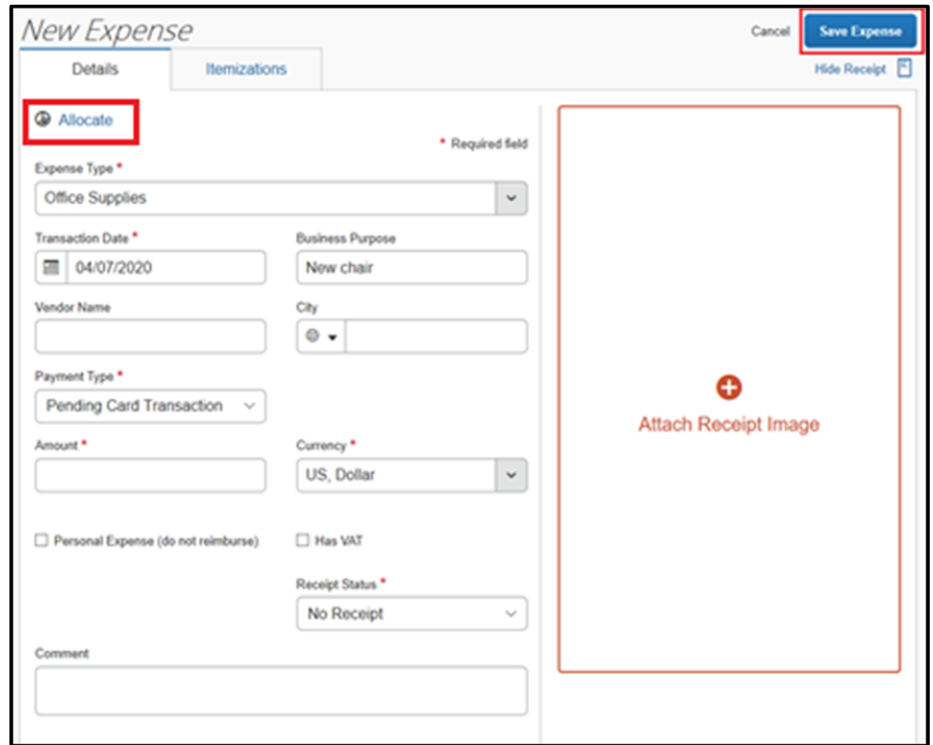   In this example, you will see how to create a new expense.

5. Select the appropriate expense type.

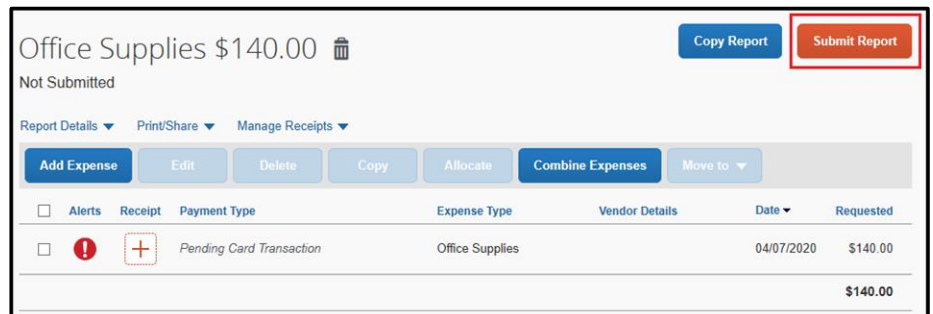   Your company determines which expense types are available.

The **New Expense** screen displays. Your company determines the required fields (marked with a red asterisk), and if you can allocate the expense. On the **Itemizations** tab you can add additional expense types for this transaction.

6. After you are done entering the appropriate fields, click **Save Expense**.

Once you have entered all of your expenses for this report, attached the required receipts, and added any cash advances that are available, click **Submit Report** for approval.