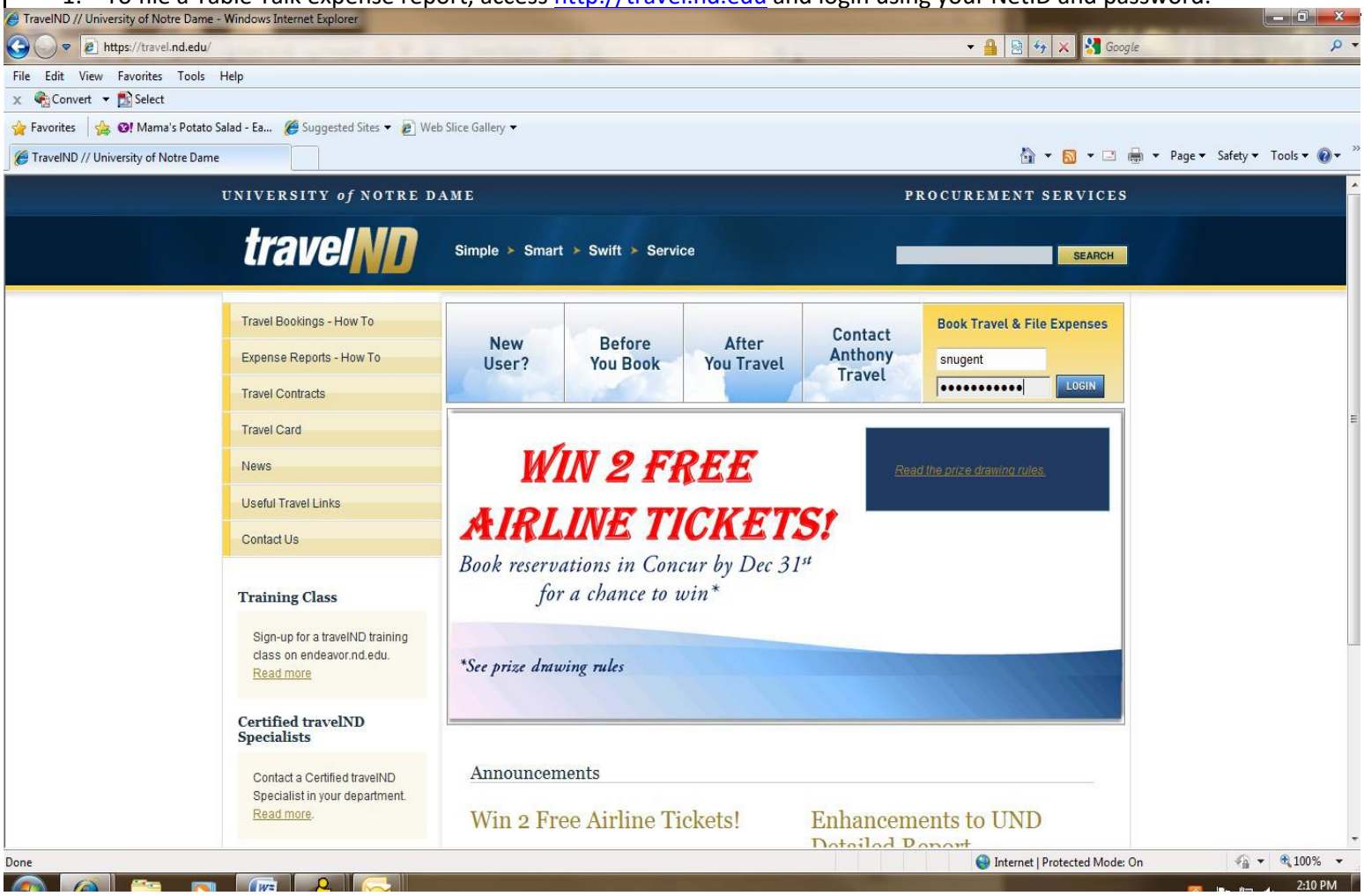
Section 1: Getting Started

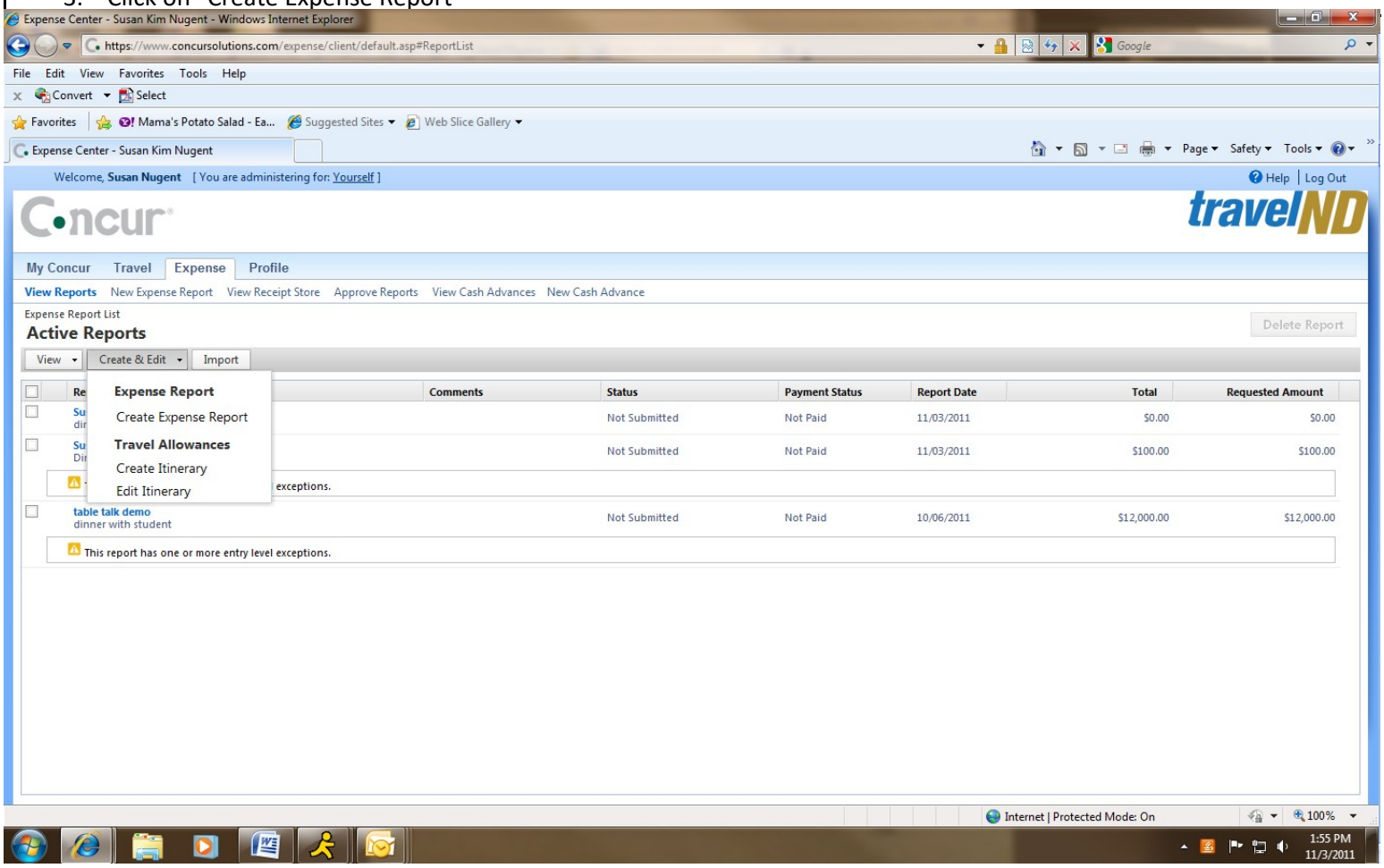
Log on to Concur Expense

1. To file a Table Talk expense report, access http://travel.nd.edu and login using your NetID and password.

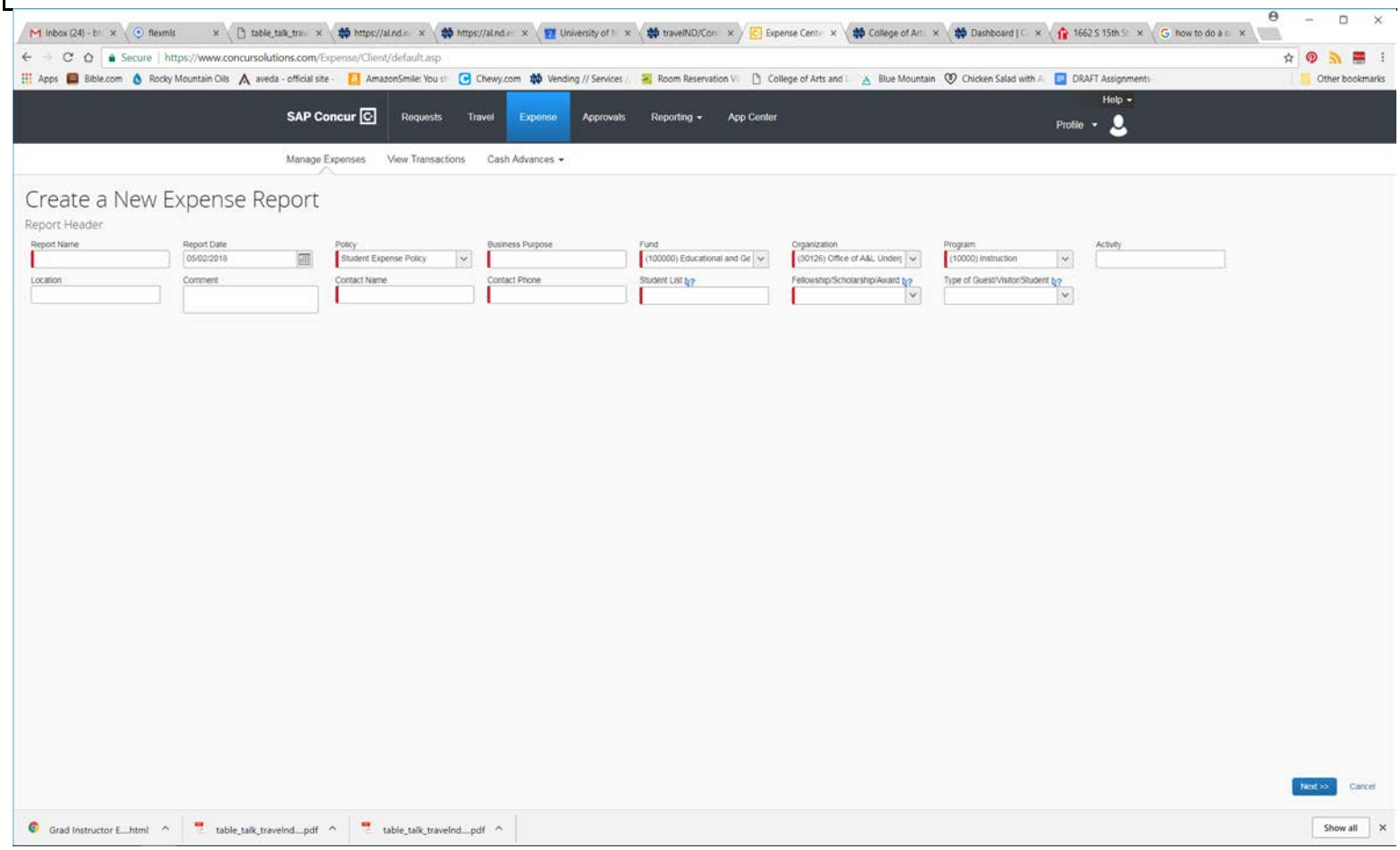


Section 2: Create a New Report

1. Click on Expense
2. Click on the down arrow on the “Create & Edit” tab
3. Click on “Create Expense Report”

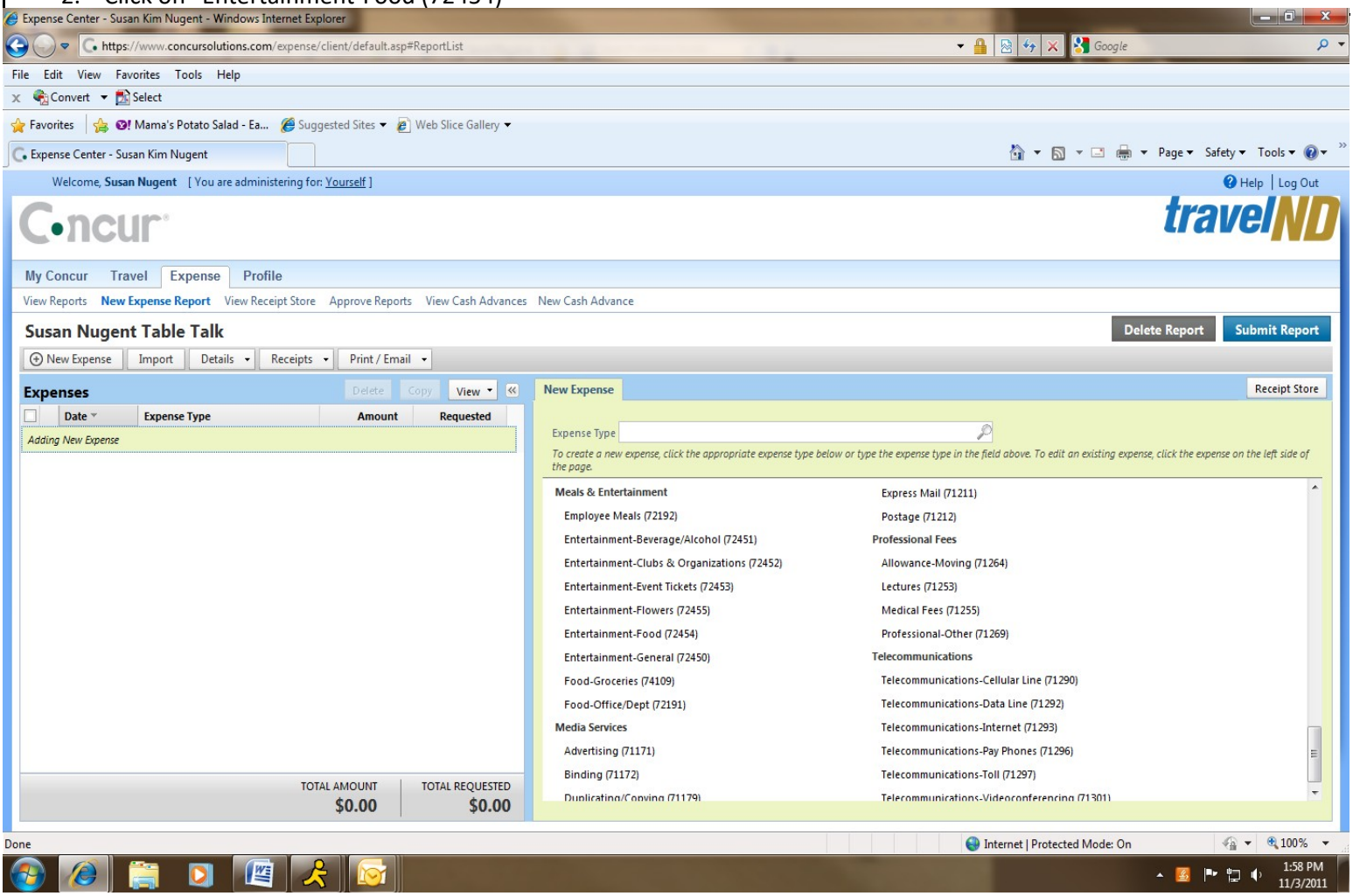


Section 3: Report Header
1. Fill out all red lined boxes
2. Report name example: Your Name Table Talk
3. Policy: Select "Student Expense Policy"
4. Business purpose example: Dinner with Students
5. The Fund, Organization, and Program numbers DO NOT need to be changed. I will change them
6. Contact Name and Number: Enter Your Name and Telephone Number
7. Student List: MAKE SURE TO ENTER YOUR NAME, then choose from the list (you will see your name and ID)
8. Fellowship/Scholarship/Award: "No"
9. Type of Student: Select citizenship status
10. Then click “Next”



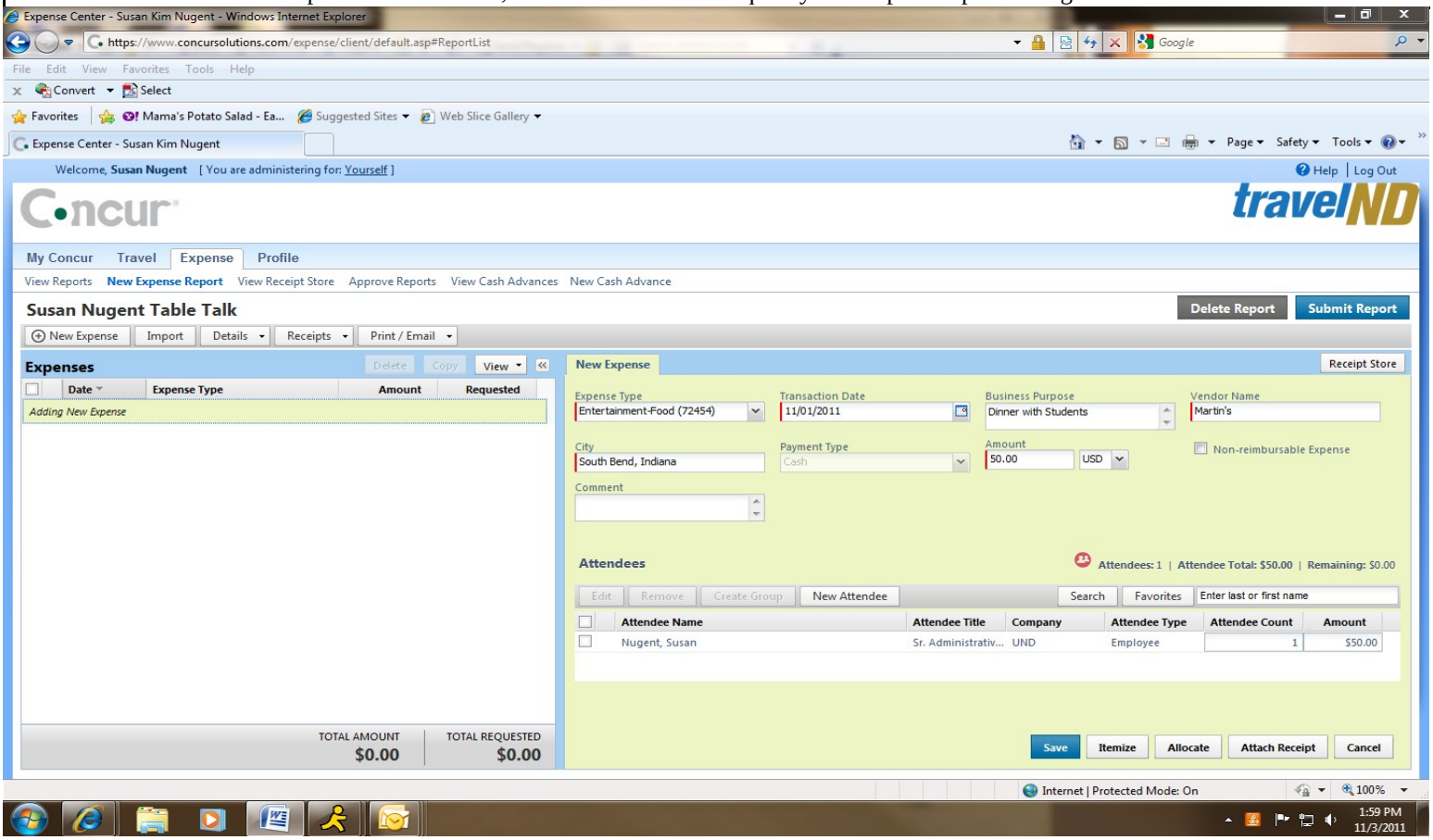
Section 4: New Expense

1. In the right hand box, scroll until you find “Meals & Entertainment”
2. Click on “Entertainment-Food (72454)”



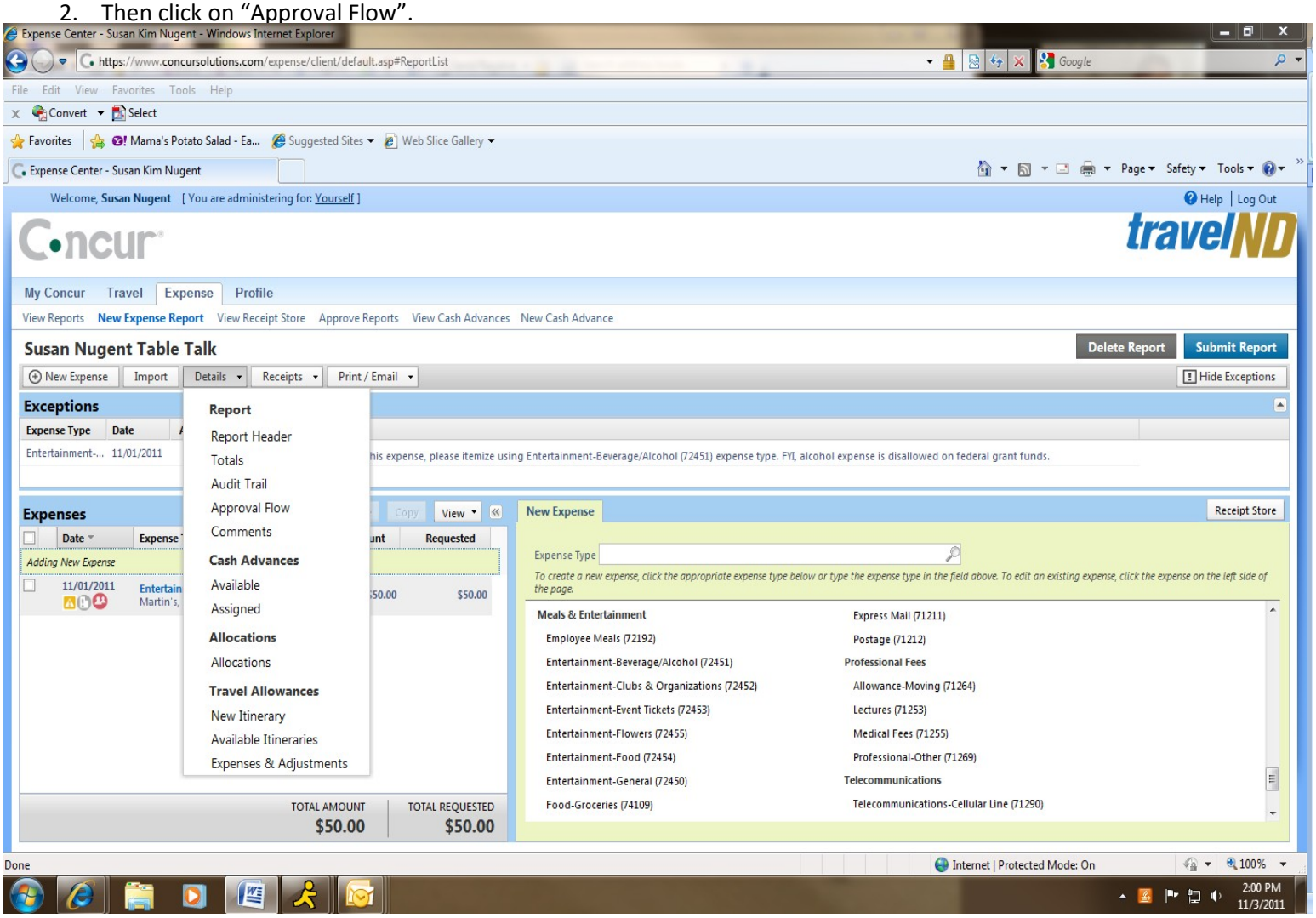
Section 5: Expense Type

1. Fill out all red lined boxes
2. You do not need to add your student's names to the attendees box.
3. After you've filled out the fields, click on "Attach Receipt". Prior to attaching your receipt, you'll have to scan your
4. Please make sure to click on a new expense for every receipt you have from different vendors. Example, if you have 1 Martin's and 1 receipt from Sam's Club, each transaction will require you to repeat steps 1 through 3.



Section 6: Approval Flow

1. Click on the down arrow next to “Details”.
2. Then click on “Approval Flow”.



Section 7: Manager Approval

1. Add my name, Brenda Teshka to the “Manager Approval” field.
2. Once you’ve completed your report, you can click on “Submit Report”. If you need to add some additional information, then you can click “Save Workflow” and return to your report. Once you’ve finished your report, you can click “Submit Report” in the upper right.