

How to move Fuel Receipts into a Claim in SAP Concur on a Laptop

Note: If you have Fuel Receipts in the My Tasks section of your homepage e.g. calculated from Expenselt, follow the process below to move them into the relevant claim.

On your homepage go to the **Available Expenses** section:

Available Expenses (1) See All

FUEL **USD 102.98**

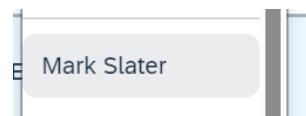
10 July 2023

In the list that appears click the tickbox for the fuel receipt you want to move into the Claim.

<input type="checkbox"/>	Receipt	Payment Type↓↑	Expense Source
<input checked="" type="checkbox"/>		Cash	Expenselt

Then click the **Move to** button.

In the list that appears choose the name of the relevant Claim to move the receipt into:



Contd on next column ↑

The receipt will now be in the Claim as a Fuel for Mileage Expense. There will be an alert as some fields in the Expense need to be completed.

Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑
		Cash	Fuel for Mileage

In a Fuel for Mileage Expense make sure the Expense Type is **Fuel for Mileage**.

Expense Type *

In the Fuel for Mileage Expense, the **Fuel Type** needs to be added.

Fuel Type *

In the **Receipt Status** field the option **VAT Receipt** is always chosen.

Receipt Status (Select VAT Receipt or No Receipt)

Then click on **Save Expense**.

Save Expense

The Fuel for Mileage expense will be saved in the Claim once the correct information is added.

<input type="checkbox"/>	Receipt↓↑	Payment Type↓↑	Expense Type↓↑
<input type="checkbox"/>		Cash	Fuel for Mileage