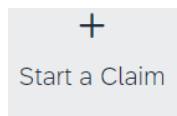


## How to create a Claim in SAP Concur on your laptop or desktop computer

1. In the **Home Page** click on the **Start a Claim** button in the top right hand corner of the screen.



2. In the **Claim Name** add the Claim Name (we recommend including your name plus the month so that retrospective Claims can be located more easily).

Claim Name \*

3. The start and end dates are added to the **Claim Start Date** and **Claim End Date** fields (this would be the first and last day of the relevant month, only one claim should be submitted per month)

Claim Start Date\*  Claim End Date\*

4. Click on the **Create Claim** button.



5. Expenses can now be added to the open claim.



## How to create a Claim in SAP Concur on your mobile device or iPad

**Note:** There may be some small differences in appearance depending on the type of device you are using, however the general process will be the same.

1. In the Homepage click on the **Expense/Claims** button



2. Click on the blue + icon then select **Create New Claim**



3. In the **Claim Name** add the Claim Name (we recommend including your name plus the month so that retrospective Claims can be located more easily).

Claim Name \*

4. The start and end dates are added to the **Claim Start Date** and **Claim End Date** fields (this would be the first and last day of the relevant month, only one claim should be submitted per month)

Claim Start Date\*  Claim End Date\*

5. Click on the **Create** button (usually in the top right hand corner)



6. Expenses can now be added to the open claim by clicking on the + button in the **Expenses** section of the Claim.

