

## How to move Fuel Receipts into a Claim in SAP Concur on a Tablet or Mobile Device

**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.

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

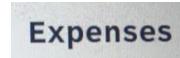
Unallocated Fuel Receipts can be found in the **Available Expenses** section of your Homepage

### Available Expenses

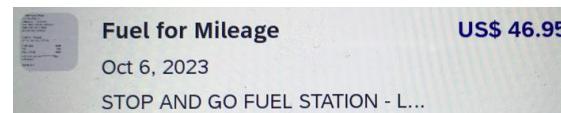
If required unallocated Fuel Receipts can also be found by clicking on the **Expense** tab at the bottom right of the screen



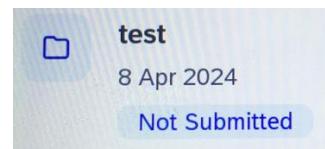
Then make sure you are in the **Expenses** tab towards the top right of the screen.



Once you are looking at the list of unallocated Fuel Receipts select the receipt required



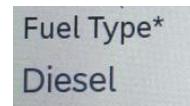
Then click the **Move to Claim** button. In the list of Claims that appears choose the name of the relevant Claim to move the receipt into:



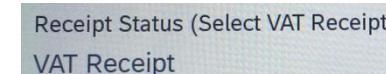
The receipt will now be in the Claim as an Expense. There will be an alert as some fields in the Expense need to be completed.



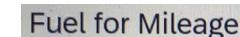
In the Fuel for Mileage Expense, the **Fuel Type** needs to be added.



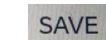
In the **Receipt Status** field the option **VAT Receipt** is always chosen.



Make sure that the Expense Type is **Fuel for Mileage**.



Then click on **Save** (usually in the top right hand corner of the screen).



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



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