

Sunland Construction
Concur Expense QuickStart Guide



Concur Technologies

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Sue Peterson

[Profile Settings](#) | [Sign Out](#)

Acting as other user ?

- Act on behalf of another user
- Act as user in assigned group (Proxy)
- Book travel for any user (Self-assign)

Choose a user ▼

[Cancel](#) [Start Session](#)

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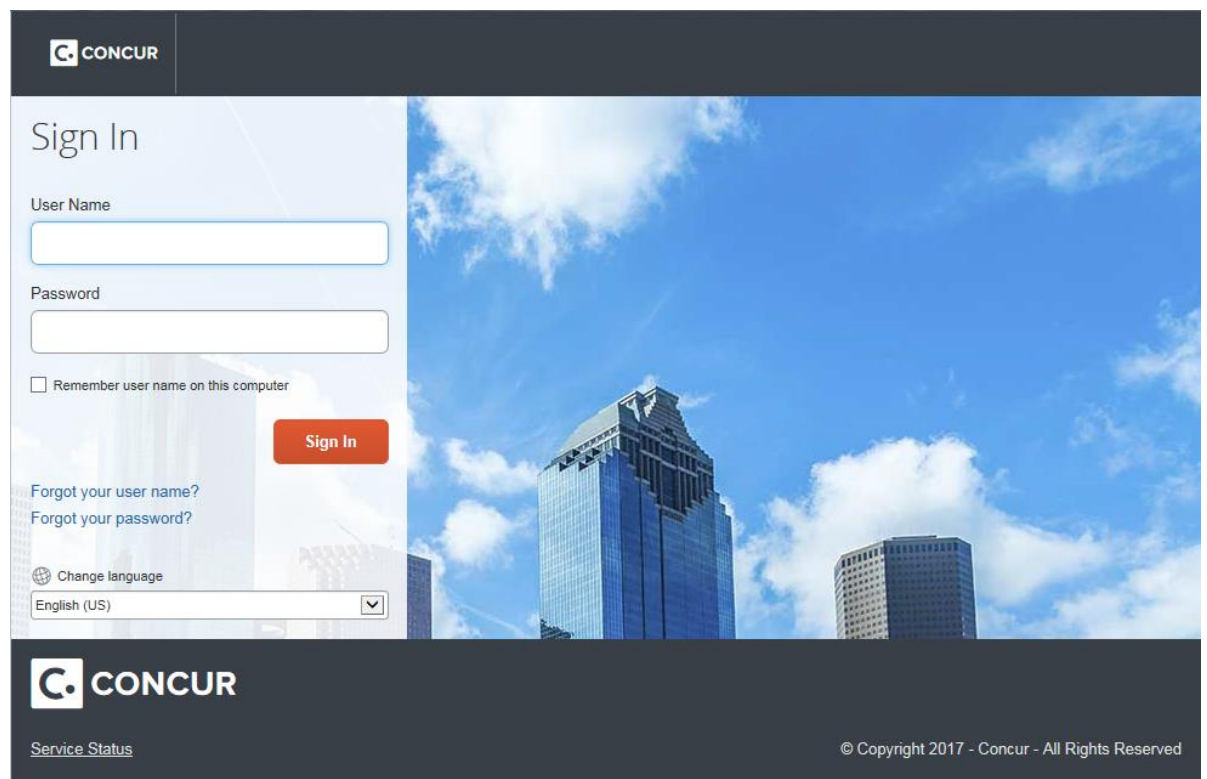
Logging on to Concur

To Log on to Concur:

1. In the **User Name** field, enter your user name.
2. In the **Password** field, enter your password.
3. Click **Sign In**.

NOTES:

- Log on to Concur following your company's logon instructions.
- Your password is case sensitive.
- If you are not sure how to log on, check with your company's administrator.



The screenshot shows the Concur Sign In page. At the top left is the Concur logo. The main content area is titled "Sign In" and contains a "User Name" input field, a "Password" input field, and a "Remember user name on this computer" checkbox. Below these is a red "Sign In" button. There are links for "Forgot your user name?" and "Forgot your password?". At the bottom left, there is a "Change language" section with a dropdown menu currently set to "English (US)". The background of the page features a blue sky with white clouds and a tall glass skyscraper. At the bottom, there is a dark footer with the Concur logo, "Service Status" link, and "© Copyright 2017 - Concur - All Rights Reserved".

Exploring the Sign In Page

Section	Description
Forgot your user name?	<p>This section will let the system send your user name in the email address that was set-up in your profile.</p> <p>Note:</p> <ul style="list-style-type: none"> • If you do not see the email in your inbox, please check your spam or junk folder. • If you do not receive any email, please contact your company administrator.
Forgot your password?	<p>This section will let the system send the following in the email address that was set-up in your profile:</p> <ul style="list-style-type: none"> • Your password hint (if you provided a password hint) <li style="text-align: center;">- or - • Link to reset your password <p>Notes:</p> <ul style="list-style-type: none"> • If you do not see the email in your inbox, please check your spam or junk folder. • If you do not receive any email, please contact your company administrator.
Change language	<p>This section allows you to change the language of your Concur Account to your native language. [Example: Deutsch, Italiano, etc.]</p> <p>NOTE: Concur is now available in 22 languages.</p>
Service Status	<p>This section provides you an up-to-the-minute service availability and performance information. This will be helpful if you encounter a sudden system issue. [Example: Slow response, etc.].</p>

Exploring the Home Page

The home page contains the following sections.

NOTE: To return to the home page from any other page, click the Concur logo on the top left of the screen.

Expense only

If your company uses Expense only, you will see these sections.

Section	Description
Quick Task Bar	<p>This section provides Quick Tasks (links) so you can:</p> <ul style="list-style-type: none"> • Start a new report, request, cash advance, payment request, etc. • Open reports and requests • Manage available expenses • Upload Receipts
My Tasks	This section shows your available expenses, open reports, and approvals requiring attention.

Updating Your Expense Profile

Use the profile options to set or change your personal preferences. They include:

- Approvers
- Favorite Attendees
- Bank information
- Cars:
 - Company
 - Personal
- E-Receipts
- Expense Delegates
- Expense Preferences:
 - Email notifications
 - Prompts

NOTE: Depending on your company's configuration, some of these options might not be available to you. Contact your Concur administrator for more information.

Delegates

If you are acting as an Expense *delegate* for another employee (*delegator*):

- Any changes you make on this page affect only the delegator and do not change your personal information.
- You cannot access all profile options for your delegator, such as bank information.

To access the profile information:

1. Click **Profile > Profile Settings**. The **Profile Options** page appears.
2. Click the appropriate option from the left-side menu.

CONCUR Requests Travel Expense Invoice Approvals App Center Administration Help Profile

Profile Personal Information Change Password System Settings Mobile

William Nate Never Profile Settings Sign Out

Acting as other user ? Search by name or ID Cancel Start Session

Your Information
 Personal Information
 Company Information
 Contact Information
 Email Addresses
 Emergency Contact
 Credit Cards

Travel Settings
 Travel Preferences
 International Travel
 Frequent-Traveler Programs
 Assistants/Arrangers

Request Settings
 Request Information
 Request Delegates
 Request Preferences
 Request Approvers
 Favorite Attendees

Expense Settings
 Expense Information
 Expense Delegates
 Expense Preferences
 Expense Approvers
 Favorite Attendees

Profile Options
 Select one of the following to customize your user profile.

Personal Information
 Your home address and emergency contact information.

Company Information
 Your company name and business address or your remote location address.

Credit Card Information
 You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

E-Receipt Activation
 Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travel Vacation Reassignment
 Going to be out of the office? Configure your backup travel manager.

Request Preferences
 Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

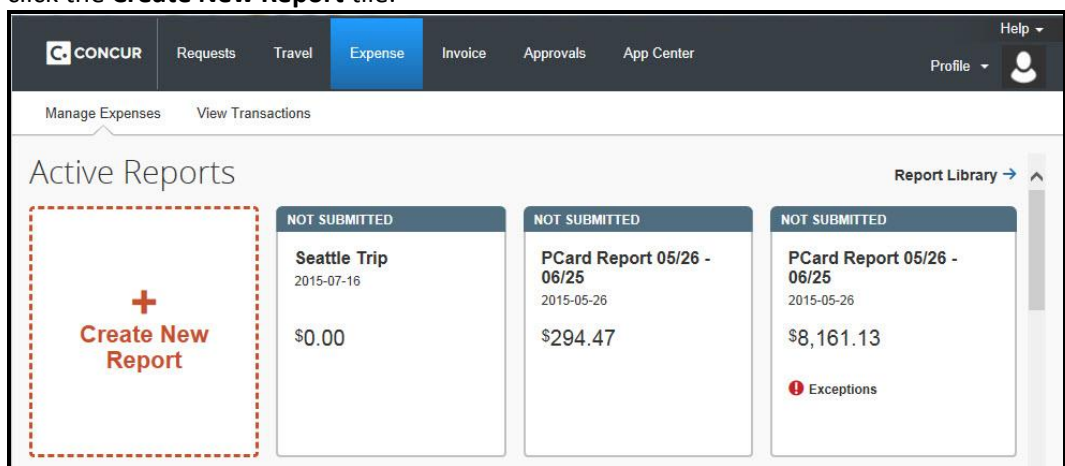
Change Password
 Change your password.

How can we contact you about your travel arrangements?
Setup Travel Assistants
 You can allow other people within your companies to book trips and enter expenses for you.
Travel Profile Options
 Carrier, Hotel, Rental Car and other travel-related preferences.
Expense Delegates
 Delegates are employees who are allowed to perform work on behalf of other employees.
Expense Preferences
 Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
Mobile Registration
 Set up access to Concur on your mobile device.

Creating a New Expense Report

To create a report:

1. Select from the following:
 - On the home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.
- or -
 - On the home page, in the **My Tasks** section, click **Open Reports**, and then click the **Create New Report** tile.
- or -
 - Click the **Expense Tab**, then click **Manage Expenses** (on the sub-menu), and then click the **Create New Report** tile.



2. Complete all required fields (marked with red bars) and the optional fields customized by your company, as needed. (The fields that appear on this page are defined by your company).
3. Click **Next**. Available **Cash Advances** are displayed in a popup window (assign advances or click **Next**). Depending on your company's configuration, you might see a **Travel Allowances** popup window, click **Yes** or **No** to include travel allowance expenses.
4. At this point, you will likely either:
 - Add company card transactions to your expense report.
 - Add an out-of-pocket expense to your expense report.

Adding Card Transactions to an Expense Report

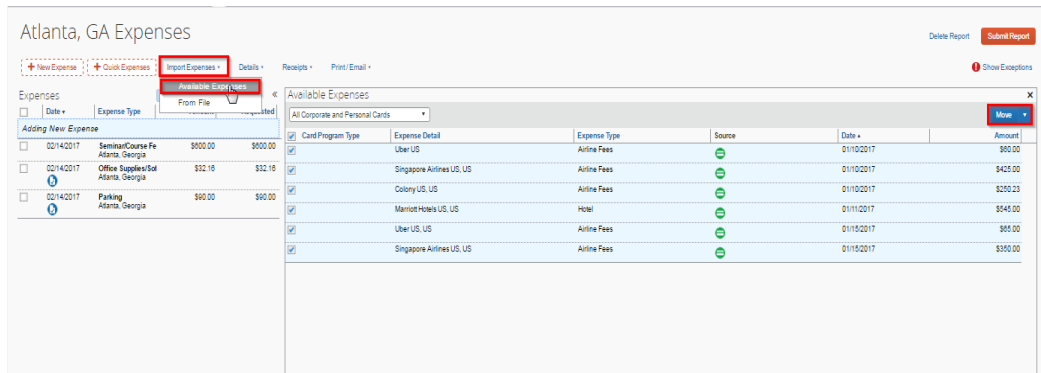
You can add card transactions to an expense report in these ways:

- From the open expense report.
- From the **Credit Card Charges** page (**Expense > View Transactions** on the sub-menu).
- From the **Available Expenses** section (you might need to scroll down) (**Expense > Manage Expenses** on the sub-menu).

From the open expense report

To add card transactions within the open report:

1. From the **Available Expenses** section on the left side of the screen, select the check box(es) for the appropriate expenses.
NOTE: Depending on your company's configuration, you might need to click **Import Expenses > Available Expenses or From File**.
2. Select the transaction(s) that you want to assign to the current expense report.
3. Click **Move** (in the **Available Expenses** section). The expense is moved and appears on the left side of the page, with any applicable icons, such as company card or exception.
 - If you select **To Current Report**, the selected transactions are attached to the report.
 - If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.



From the Credit Card Charges page

To assign one or more transactions to an expense report:

1. Click the **Expense Tab > View Transactions** on the sub-menu.
2. Select a check box next to each appropriate transaction.
TIP: Select the **uppermost** check box to select all transactions.
3. Select an expense report from the **Add Charges To** dropdown list.
4. Click **Add Selected**.

Card Activity	Card Program...	Date	Description	Expense	Amount
<input type="checkbox"/>		2014-12-05	Cafe Monte Seattle, WA	Undefined	\$45.76
<input type="checkbox"/>		2014-11-11	Office Warehouse	Undefined	\$68.23
<input type="checkbox"/>		2014-11-11	British Airways	Airfare	\$180.00
<input type="checkbox"/>		2014-11-11	Cafe Monte	Undefined	\$45.76
<input type="checkbox"/>		2014-10-29	Office Warehouse Seattle, WA	Undefined	\$68.23

TOTAL AMOUNT: \$407.98

From the Available Expenses section

You can access the **Available Expenses** section in these ways:

- On the home page, on the Quick Task Bar, click the **Available Expenses** task.
- On the home page, in the **My Tasks** section, click the **Available Expenses** task.
- On the menu, click **Expenses > Manage Expenses** on the sub-menu. The **Available Expenses** section appears (you might need to scroll down).

To assign the transaction to a report:

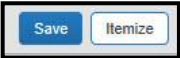
1. Select a check box next to each appropriate transaction.
TIP: Select the uppermost check box to select all transactions.
2. Click **Move**.
3. Select the name of the appropriate report or **To New Report**.
 - If you select an existing report, the report opens and the selected transactions are attached to the report.
 - If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.

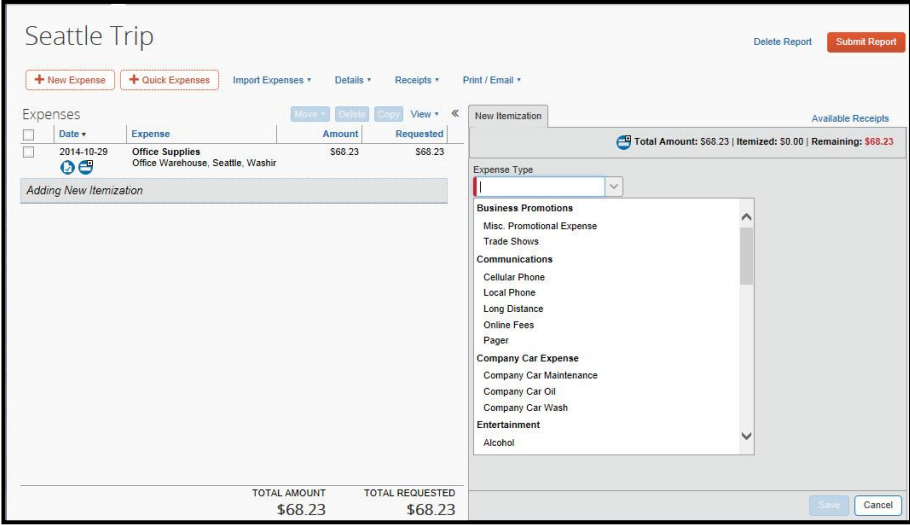
Card Program...	Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/>	Air France Orly, 94	Airfare			
<input checked="" type="checkbox"/>	Wyndham Hotels and Re...	Hotel			
<input type="checkbox"/>	Cafe Monte Boston, MA	Business Meal (att...			
<input type="checkbox"/>	United Airlines Seattle, WA	Airfare			
<input type="checkbox"/>	Office Warehouse Seattle...	Office Supplies		05.12.2014	USD 68.23
<input type="checkbox"/>	Office Warehouse Seattle...	Office Supplies		05.12.2014	USD 68.23
<input type="checkbox"/>	Delta Air Lines Seattle, WA	Airfare		05.12.2014	USD 490.70

Itemizing Expenses

Use the Itemize feature to account for receipts that include both business and personal expenses or to ensure that each of your expenses is accounted for correctly. For example, assume that you have an expense from a local store where you had some copies made and you purchased some binders. You can create an expense for the full amount and then itemize the expense, creating two itemizations: one for the amount spent on the copies (perhaps using the expense type for duplicating) and one for the amount of the binders (perhaps using the expense type for office supplies).

To itemize an expense:

1. Create the expense as usual, and then click **Itemize** (instead of **Save**). 
 - The expense appears on the left side of the page, along with the message *Adding New Itemization*.
 - The name of the **New Expense** tab changes to **New Itemization**.
2. On the **New Itemization** tab, select the expense type that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete the fields as directed by your company.
4. Click **Save**.
 - The newly created itemization appears on the left side of the page, below the expense.
 - The total amount, the itemized amount, and the remaining amount appear on the right side of the page.
5. For each additional itemization, on the **Itemization** tab, select the appropriate expense type and complete the appropriate fields. **NOTE:** You can also copy itemizations to save time with similar entries.
 - Once you have itemized the **Total Amount** of the charge, the **Itemization** tab is replaced by the **New Expense** tab.

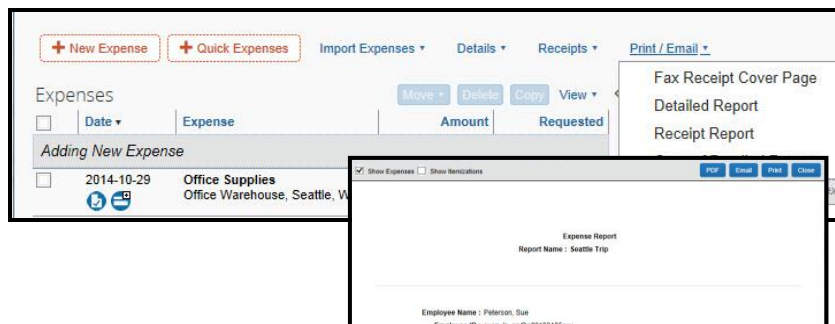


The screenshot displays the 'Seattle Trip' expense management interface. At the top, there are navigation buttons: '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below this is a table of expenses with columns for 'Date', 'Expense', 'Amount', and 'Requested'. A single expense is listed: '2014-10-29 Office Supplies Office Warehouse, Seattle, Washir' with an amount of '\$68.23' and a requested amount of '\$68.23'. Below the table, a 'New Itemization' modal is open, showing a list of expense types such as 'Business Promotions', 'Misc. Promotional Expense', 'Trade Shows', 'Communications', 'Cellular Phone', 'Local Phone', 'Long Distance', 'Online Fees', 'Pager', 'Company Car Expense', 'Company Car Maintenance', 'Company Car Oil', 'Company Car Wash', 'Entertainment', and 'Alcohol'. The modal also displays 'Total Amount: \$68.23 | Itemized: \$0.00 | Remaining: \$68.23'. At the bottom of the modal, there are 'Save' and 'Cancel' buttons.

Printing and Submitting an Expense Report

To preview and print the expense report

1. On the expense report page, click **Print / Email**, and then select one of the options from the dropdown list. Your company determines the options that are available. Available options include:
 - **Fax Receipt Cover Page:** Prints a PDF file with a unique barcode a report summary and a checklist for the required expense receipts.
 - **Detailed Report:** Prints a report that includes all report-level information as well as a summary of the report.
 - **Receipt Report:** Prints a list of expenses that require receipts along with the unique receipt bar code and the report-level and summary information.
2. Review the details, and then click **Print**.



To submit your expense report

1. On the expense report page, click **Submit Report**. The **Final Review** window appears.
2. Review the information for accuracy. You can **Print, Attach Receipt Images, or View Receipts**.
3. Click **Accept & Submit**.

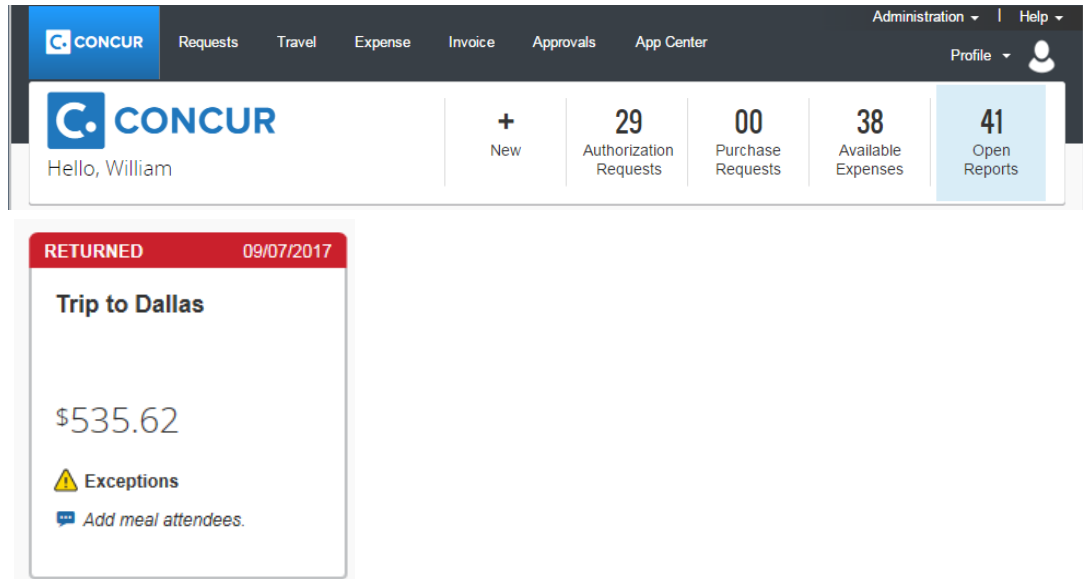
If you cannot successfully submit the report, a message appears describing the report error or exception. Correct the error, or if you require help to complete the task, contact your Concur administrator.

Correcting and Resubmitting an Expense Report

Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you.

To identify and correct expense reports requiring resubmission:

1. To open the report, on the home page, in the Quick Task Bar, click the **Open Reports** task. In the **Active Reports** section of the page, the report appears with **Returned** on the report tile. The approver's comment appears below the amount.



The screenshot displays the Concur user interface. At the top, there is a navigation bar with the Concur logo and menu items: Requests, Travel, Expense, Invoice, Approvals, and App Center. On the right side of the navigation bar, there are links for Administration, Help, and a user profile icon. Below the navigation bar, a dashboard shows the user's name 'Hello, William' and several key metrics: '+ New', '29 Authorization Requests', '00 Purchase Requests', '38 Available Expenses', and '41 Open Reports'. The 'Open Reports' tile is highlighted in blue. Below the dashboard, a 'RETURNED' report tile is shown, dated '09/07/2017'. The tile title is 'Trip to Dallas' and the amount is '\$535.62'. Below the amount, there is a yellow warning icon followed by the text 'Exceptions' and a blue speech bubble icon followed by the text 'Add meal attendees.'

2. Click the report tile to open the report.
3. Make the requested changes.
4. Click **Submit Report**.

Adding Attendees to a Business Meal

Use the favorites field (the type-ahead field to the right of the **Favorites** button in the **Attendees** area):
With the report open, to add an individual attendee to an expense:

1. In the field with the text *Search Recently Used*, type several letters of the first or last name. A list of attendees appears.
2. Select the appropriate attendee.

Attendee Type	Attendee Name	Attendee Title	Amount
<input type="checkbox"/>	Employee	Peterson, Sue	\$234.00

To search for an attendee who is not in your favorites list:

1. Click **Add**. The dropdown menu opens.
2. Select **Advanced Search**.
3. Select the appropriate tab for the search specifications.
4. Select the **Attendee Type** from the dropdown list.
5. Enter the appropriate information in the criteria fields.

Search Attendees

Search Attendees Favorites Recently Used Attendee Groups My Team

Choose an Attendee Type
Business Guest

Last Name: smith First Name: john Attendee Title: Company:

Search Search Reset

Search Results

<input type="checkbox"/>	Attendee Type	Attendee Name	Attendee Title
--------------------------	---------------	---------------	----------------

Page 1 of 1 No data to display

New Attendee Add to Expense Delete Close

6. Click **Search**.
The search results appear.
7. Select the check box to the left of the appropriate attendee(s).
8. Click **Add to Expense**.

If you cannot locate the appropriate attendee in your favorites or by using search **and** if your company allows you to add attendees:

1. Click **Add**.
2. Select **New Attendee** from the dropdown menu.
3. Complete the required information.
4. Click **Save**. If you need to add multiple new attendees, click **Save & Add Another**.

Add Attendee

Attendee Type: Business Guest

Last Name: smith

First Name: john

Attendee Title:

Company:

Save & Add Another Save Cancel

Allocating Expenses

The Allocations feature allows you to allocate expenses to projects or departments, which will be charged for those expenses. You can allocate a single expense or multiple expenses.

NOTE: To find out if your company uses this feature, contact your Concur administrator.

To allocate:

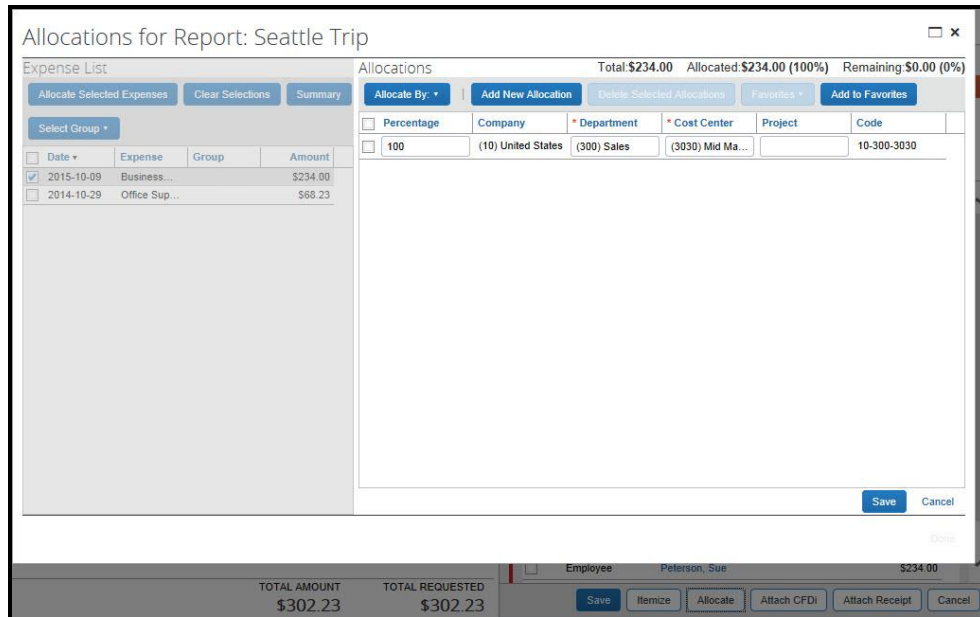
1. With the report open, to create or edit a *single* expense, click **Allocate** at the bottom of the **Expense** tab.





To allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then:

- a. Click **Allocate the selected expenses** on the right side of the page.
- or -
- b. Click **Details > Allocations**.

The **Allocations for Report** window appears. The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section.

The screenshot shows a window titled 'Allocations for Report: Seattle Trip'. It is divided into two main sections. The left section, 'Expense List', has a table with columns: Date, Expense, Group, and Amount. It lists two expenses: one from 2015-10-09 for \$234.00 and one from 2014-10-29 for \$68.23. The right section, 'Allocations', shows a summary: Total: \$234.00, Allocated: \$234.00 (100%), Remaining: \$0.00 (0%). Below this is a table with columns: Percentage, Company, Department, Cost Center, Project, and Code. One allocation is shown with 100% for (10) United States, (300) Sales, (3030) Mid Ma..., and code 10-300-3030. At the bottom of the window, there is a status bar with 'TOTAL AMOUNT \$302.23' and 'TOTAL REQUESTED \$302.23', and a row of buttons: Save, Itemize, Allocate, Attach CFDI, Attach Receipt, and Cancel.





2. From the **Allocate By** dropdown list, select *Percentage* or *Amount*.
Your company determines if the allocation fields are text fields or lists. Select from the lists or type the appropriate information in the fields.
NOTE: Your company might provide default information in some of the fields, such as your company name. If you change the default information, a red triangle appears in the upper left corner of the field.
3. Add as many allocations as necessary.
You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule is flagged and you will not be able to submit the report.

4. Click **Save**.
5. For the confirmation message, click **OK**.
6. Click **Done**. The allocation icon appears with the expense.
 - If the expense is 100% allocated (fully allocated), the  icon appears with the expense.
 - If the expense is not 100% allocated (partially allocated), the  icon appears with the expense.

Seattle Trip

[+ New Expense](#)
[+ Quick Expenses](#)
[Import Expenses](#)
[Details](#)
[Receipts](#)

Expenses Move Delete Copy View <<

<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	2015-10-09	  Business Meal (attendees) Dinner Place, Seattle, Washington	\$234.00	\$234.00
<input type="checkbox"/>	2014-10-29	  Office Supplies Office Warehouse, Seattle, Washir	\$68.23	\$68.23
			TOTAL AMOUNT	TOTAL REQUESTED
			\$302.23	\$302.23

Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly. Lodging Itemization allows you to quickly itemize recurring room rates and taxes. You can then itemize the remaining charges on your hotel bill, and adjust for any rate changes during your stay

To create a lodging expense:

1. With the expense report open, on the **Expense** tab, select the lodging expense type. The page refreshes, displaying the required and optional fields for the selected expense type.
NOTE: Your company determines the name of the expense type. It might be called Lodging, Hotel, or something similar.
2. Complete the fields as directed by your company.
3. Click **Itemize**. The expense appears on the left side of the page; the **Nightly Lodging Expenses** tab appears on the right side of the page.
4. Use the calendar to select the check-in date. The number of nights appears automatically.
5. Enter the **Room Rate**, **Room Tax**, and **Additional Charges**.
6. Click **Save Itemizations**.

If there is a remaining amount to be itemized (other charges, for example, for incidentals or room service), the remaining amount is displayed in the **Remaining** field on the right side of the **New Itemization** pane. Continue to itemize the amounts until the balance is \$0.00.

The screenshot shows the 'Expenses' report interface. On the left, a table lists expenses with columns for Date, Expense, Amount, and Requested. The selected expense is a 'Hotel' for \$1,234.00. A message indicates that itemizations are required for this entry. On the right, the 'Nightly Lodging Expenses' pane is open, showing fields for Check-in Date (2015-10-05), Check-out Date (2015-10-12), and Number of Nights (7). It also includes sections for 'Recurring Charges (each night)' with fields for Room Rate (134.00) and Room Tax, and 'Additional Charges (each night)' with a dropdown for expense type and an amount field. A 'Save Itemizations' button is visible at the bottom right of the pane.

Date	Expense	Amount	Requested
2015-10-13	Breakfast	\$14.00	\$14.00
2015-10-12	Hotel Hilton Hotels, Seattle, Washington	\$1,234.00	\$1,234.00
2015-10-09	Dinner Dinner Place	\$51.83 €46.00	\$51.83
2014-10-29	Office Supplies Office Warehouse, Seattle, Washington	\$68.23	\$68.23

TOTAL AMOUNT: \$1,368.06
TOTAL REQUESTED: \$1,368.06

The screenshot shows the 'Seattle Trip' expense report interface. On the left, a table lists expenses. The selected expense is a 'Breakfast' for \$14.00. The main pane shows a detailed view of this expense, including fields for Expense Type (Breakfast), Transaction Date (2015-10-13), Business Purpose, Vendor Name, City, Payment Type (Out of Pocket), Amount (14.00), and Comment. On the right, the 'Available Receipts' pane is open, showing a list of receipts with columns for Vendor, Date, and Amount. Receipts include Office Warehouse (2014-11-11, \$68.23), British Airways (2014-11-11, \$180.00), and Cafe Monte (2014-11-11, \$45.76). A 'Submit Report' button is visible at the top right.

Date	Expense	Amount
2015-10-13	Breakfast	\$14.00
2015-10-12	Hotel Hilton Hotels, Seattle	\$1,234.00
2015-10-09	Dinner Dinner Place	\$51.83 €46.00
2014-10-29	Office Supplies Office Warehouse	\$68.23

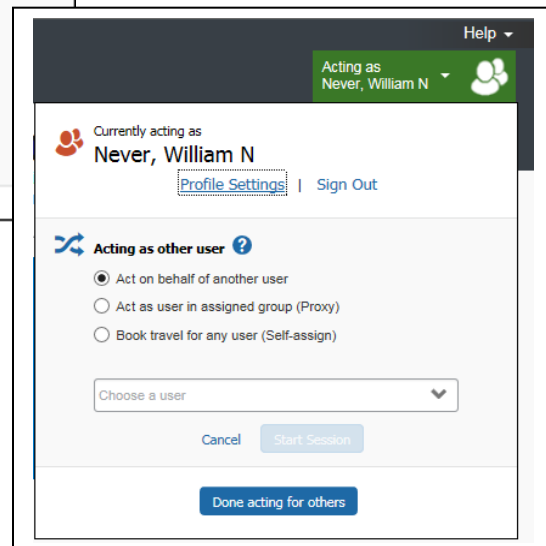
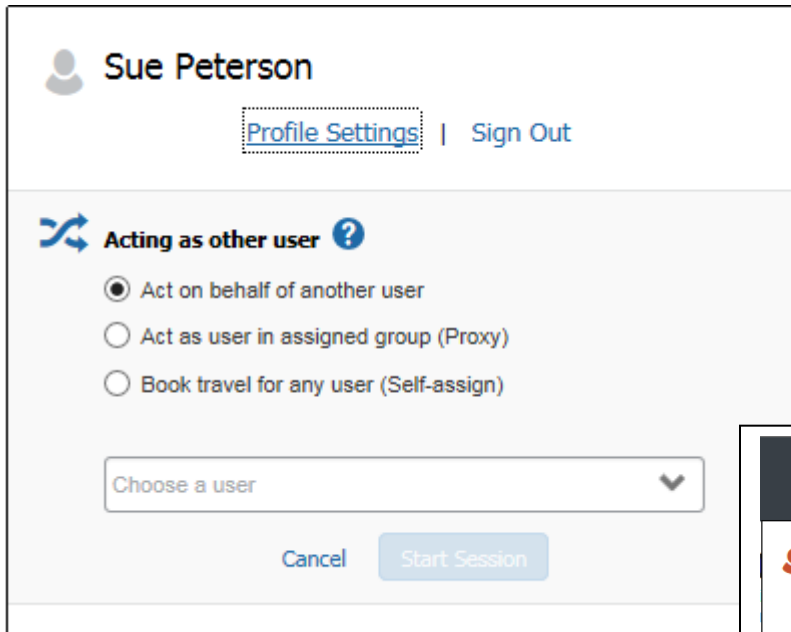
Vendor	Date	Amount
Office Warehouse	2014-11-11	\$68.23
British Airways	2014-11-11	\$180.00
Cafe Monte	2014-11-11	\$45.76

3. Click **Start Session**.
NOTE: Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.
4. You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.

To select a different user, follow the same steps but select a different name.

To return to your own tasks, click **Acting as**, and then click **Done acting for others**.

NOTE: Notice that the **Profile** menu now appears.



Reviewing and Approving an Expense Report

To approve a report "as is":

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**. The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Review the report details, and then click **Approve**.

Sending Back an Expense Report

To return the entire expense report to the employee for correction:

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**. The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Click **Send Back to Employee**. The **Send Back Report** window appears.
3. Enter a **Comment** for the employee, explaining why you are returning the report.
4. Click **OK**.

Adding an Additional Review Step

Depending on your company's configuration, you might also see an **Approve & Forward** button on an expense report. This allows you to send the report to another approver.

To approve and forward a report:

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**. The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Review the report, and then click **Approve & Forward**. Enter the **User-Added Approver**, and add a comment, as needed.
3. Click **Approve & Forward** to approve the expense report and send to the next approver.

Global Tech Sales Training (Lever, William)

Summary Details Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
N/A			La cantidad total es de 10.000. Se ha seleccionado para revisión de auditoría.
Hotel	2015-02-20	\$247.94	This itemized entry has sub-entries with one or more exceptions.
Hotel	2015-02-20	\$57.00	This expense entry may be a duplicate of the following expense.

Expenses

Transaction D...	Expense Type	Vendor Name	Business Purp...	City	Payment Type	Amount	Adjusted Clai...
2015-04-09	Airfare	U.S. AIRWAYS	conference	Seattle, Washo...	American Express	\$515.78	\$515.78
2015-04-03	Hotel	Courtyards		Vienna, Virginia	Company Paid	\$899.00	
2015-02-20	Hotel	Extended Stay	Sales meeting	Memphis, Tenn...	Test Payment T...	\$247.94	
2015-02-17	Business Meal (attendees)	ABC Dining	Conference meal	Memphis, Tenn...	Out of Pocket	\$40.00	\$40.00
2015-02-17	Parking			Memphis, Tenn...	Out of Pocket	\$15.00	\$15.00

Report Summary

Report Totals	Amount Due Com...	Amount Due Com...	Amount Due Emp...
	\$0.00	\$766.72	\$55.00