

GETTING STARTED

- Login to www.bcm.edu/concur-solutions or click **Concur Logon** from the Travel and Expense website (www.bcm.edu/mosaic > Travel and Expense).

MISSING RECEIPT AFFIDAVIT

If you do not have a receipt, you can complete the Missing Receipts Affidavits **except** for the following expense: airfare, hotels, car rentals, and conference registrations. In addition, an Expense Delegate cannot submit the Missing Receipt Affidavit on behalf of the requestor.

1. From your expense report, click Receipts > Missing Receipt Affidavit or Attach Receipt > Missing Receipt Affidavit.
2. Select the expense for which you are missing a required receipt.
3. Review the attestation then click Accept & Create.

SUPPORT

Website: www.bcm.edu/mosaic > Travel and Expense (for Policies, FAQs, and training)

SAP Concur Support: concursupport@bcm.edu