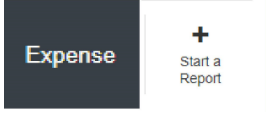
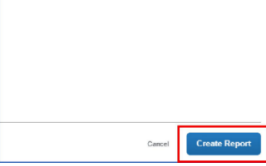
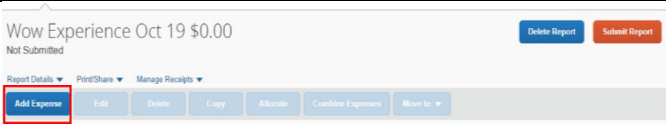
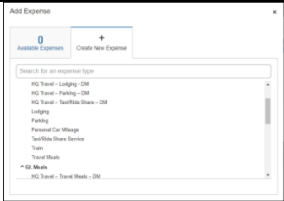
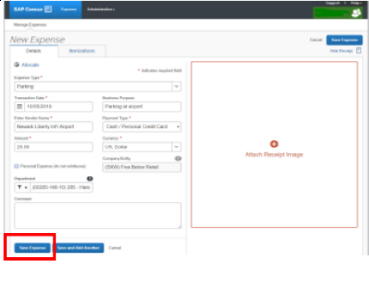
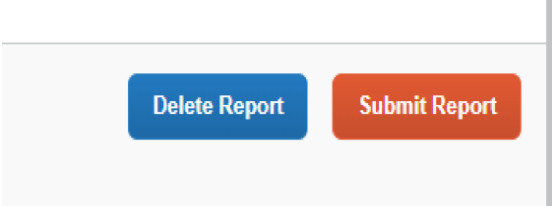


EXPENSE REPORT GUIDE

Create an expense report (mobile and desktop):

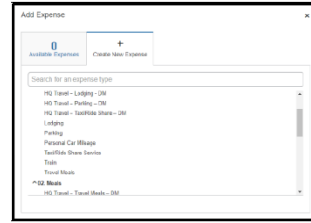
<p>When logging into the Concur on a <i>desktop</i></p>	<p>Use Concur SSO Login to access CrewPass! and follow the prompts This works even if you have never signed into Concur! If you have issues accessing Concur, contact the IT Service Desk: Corporate/Ship Centers or Stores</p>
<p>When logging into the Concur <i>app</i></p>	<p>Download the SAP Concur app Enter your Concur username – employee#@fivebelow (no .com) Follow the prompts in CrewPass! If you have issues accessing Concur, contact the IT Service Desk: Corporate/Ship Centers or Stores</p>
<p>Click on Expense at top of screen. Click on Start a Report.</p>	
<p>Complete all Fields. Provide additional information in the Comments and Business Purpose fields. Click Create Report in lower right corner</p>	
<p>Click Add Expense</p>	
<p>Select the appropriate expense type from the drop-down menu.</p>	
<p>Complete all fields – Business Purpose and Comments fields should be used for every expense line. Click attach receipt image (All expenses require a receipt.) Follow on-screen prompts to upload your receipt. Click Save Expense</p>	
<p>Repeat Process for all individual expense lines. Double check all expenses for accuracy. When Complete click submit report.</p>	

Add mileage to your expense report (desktop):

Log in and follow the same steps as previous page.

Select Personal Car Mileage from the drop-down menu.

When entering mileage on the app, you must add mileage to an expense report already started.

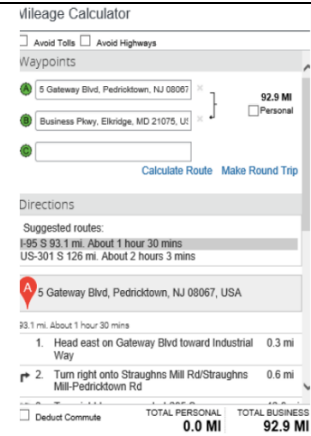


Enter your starting address, all stops made, and ending address. Click Calculate Route.

****Every stop you make must be added to the trip.**

****Do not enter total miles or the entry will not be reimbursed****

If you are driving round trip, click "Make Round Trip" and Concur will automatically calculate the mileage

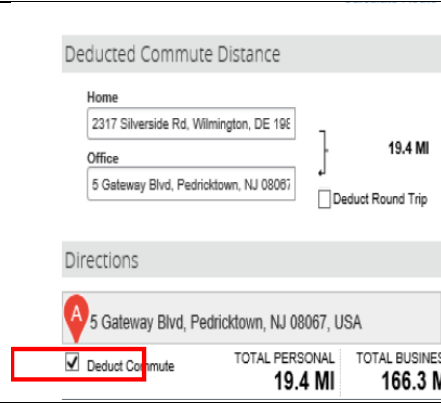


Deduct your normal work commute.

Enter your home address and your store/work address to calculate commute distance and select Deduct Round Trip.

For example, if you drive 9.7 miles each way going to work, that portion is not reimbursed.

Only mileage *beyond your normal commute* is eligible for reimbursement.



Click "Add Mileage to Expense"

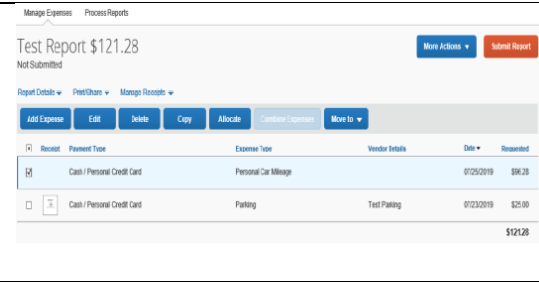


Your mileage now appears with your other expenses.


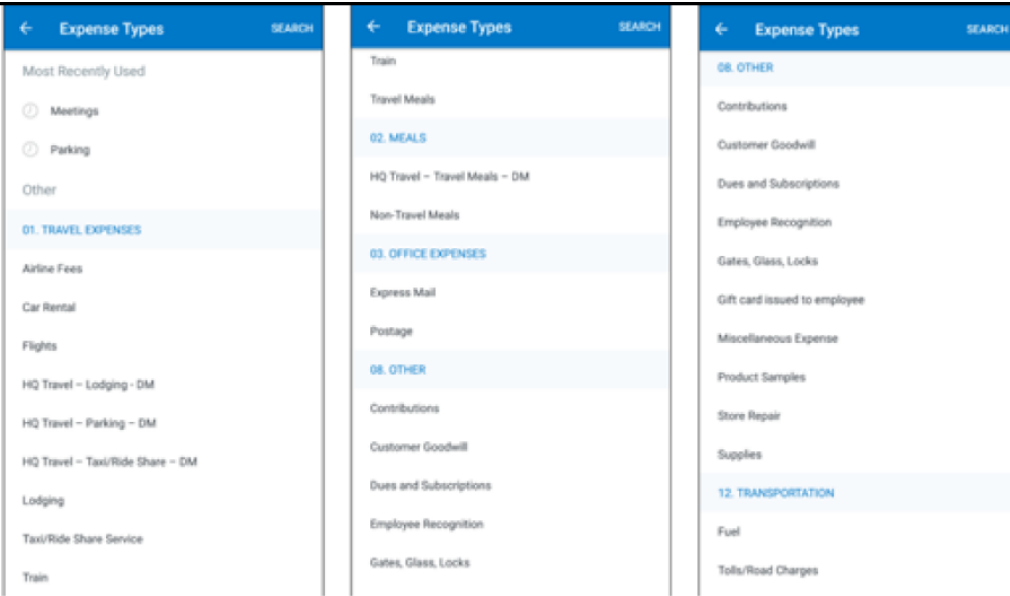
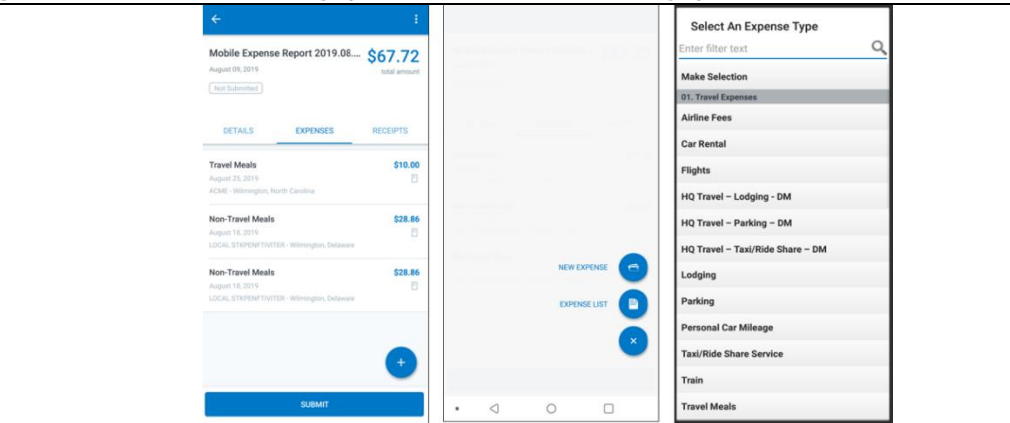
- Do not submit fuel receipts with a mileage reimbursement.

Review your report for accuracy.

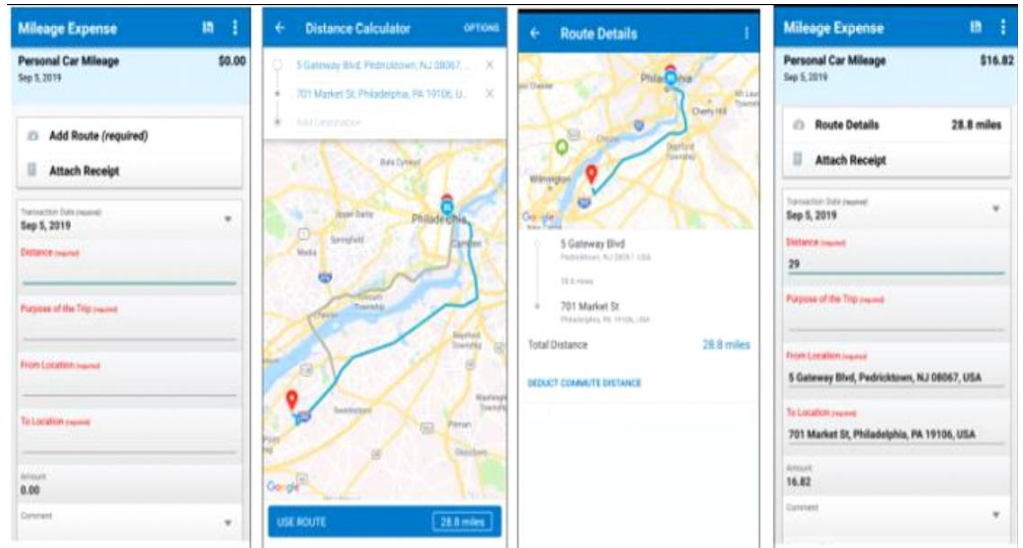
Click Submit Report to complete your submission.



Create an expense report, add mileage (mobile app):

<p>When logging into the Concur <i>app</i></p>	<p>Follow the instructions under Create an expense report (mobile and desktop)</p>	
<p>From the landing page, you can book travel, take and upload a picture of your receipt(s), and create an expense report.</p>		
<p>All expense types (except mileage reimbursement) are listed within the app to allow users to choose the item that matches what you are expensing.</p> <p>**Miscellaneous expense should not be used.</p>		
<p><i>Mileage reimbursement must be added to an existing expense report.</i></p> <p>You will not see Mileage as an expense type until you have started your expense report.</p>		

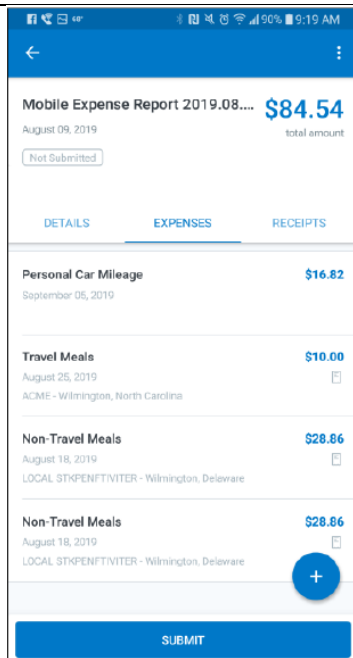
Follow instructions provided on the [Personal Car Mileage Submission Guide](#) (pg. 4).



Your mileage now appears with your other expenses. (Do not submit receipts for mileage.)

Review your report for accuracy.

Click Submit to complete your submission.



If you need additional assistance, please open a [Zendesk](#) ticket.