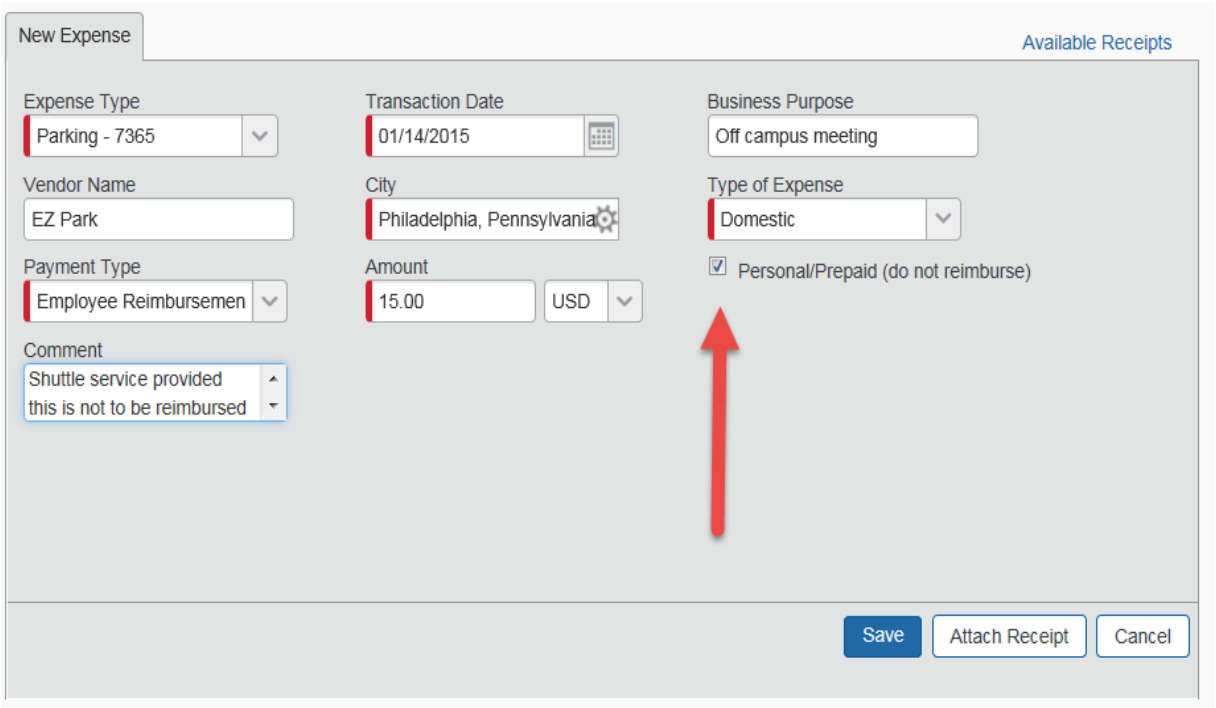
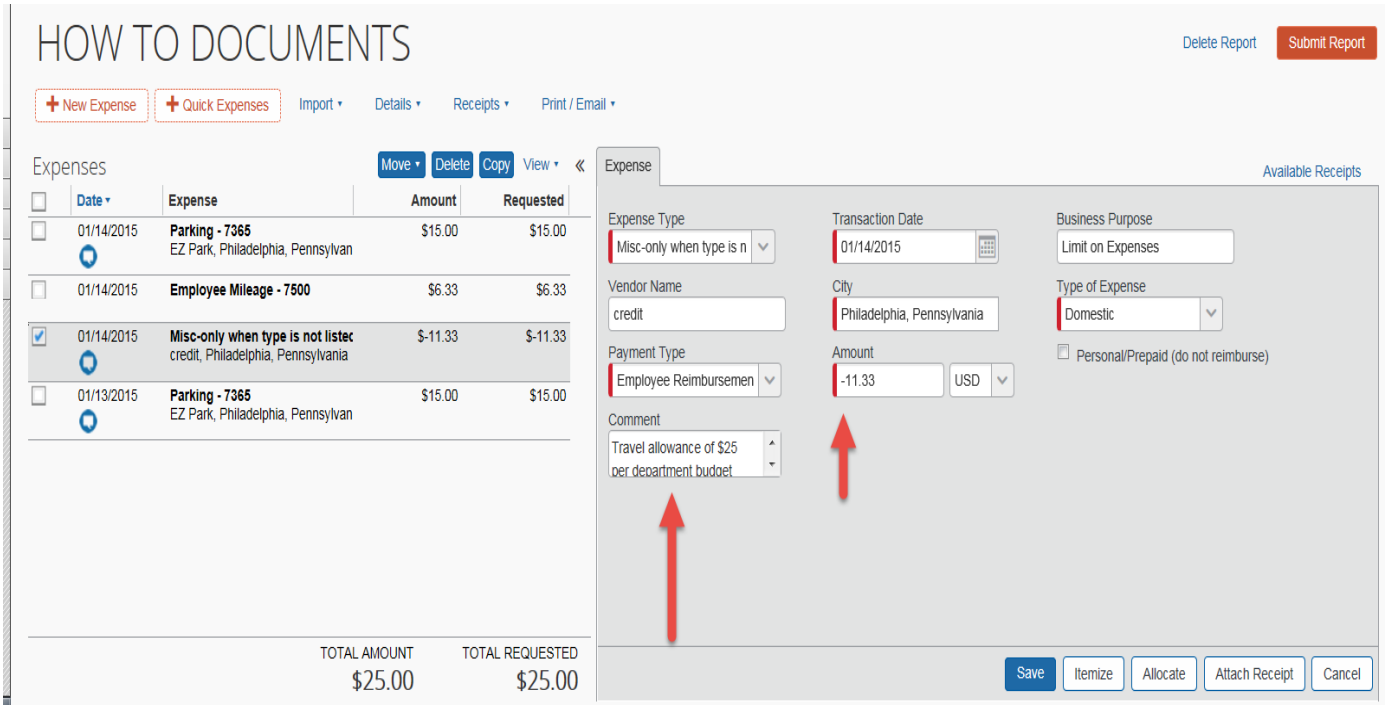
Purpose: The purpose of this guide is to demonstrate how to add a credit to your Expense Report if you are tracking all of the expenses incurred but only receiving reimbursement for a partial amount. There are two possible ways to decrease the amount of your Expense Report, both options are detailed below.

1. Log in to Concur Travel & Expense from the TUPortal

2. Enter all of your expenses as separate line items

3. To remove a particular expense from reimbursement, click on the Personal Expense box within the Expense line item. The Expense will still be listed on the Expense Report, but deducted from the **To Be Reimbursed** Amount.



4. Another option is to add a credit to your Expense Report to reduce the report by the amount over what you will be reimbursed. To do this, add all of your expenses as separate line items.

5. Enter an Expense Type of Miscellaneous and in the expense amount field, enter a negative amount need to reduce the Expense Report to the allowed amount. Enter a comment as to why you are entering the credit amount and reducing the amount of the report.