**Importing PCard Expenses into a Concur Expense Report**

**Description**
This job aid describes how to import PCard expenses into a new or already existing Concur expense report.

There are two ways to import PCard expenses into a Concur expense report:

1.) From the Concur Home page

**Navigation**
*Concur Home > Available Expenses*

1. Select the check box(s) to the left of the Available Expense(s) you wish to import.
2. Click the Move drop-down menu; select an existing expense report name or New Expense Report.

2.) From an existing Concur expense report

**Navigation**
*Concur Home > Open Reports (select an existing expense report) > Report Header Pane*

3. Click **Import**
4. All available PCard expenses will display on the right hand side of the expense report.

5. Select the check box(s) to the left of the PCard expense(s) you wish to import.

6. Click **Import**