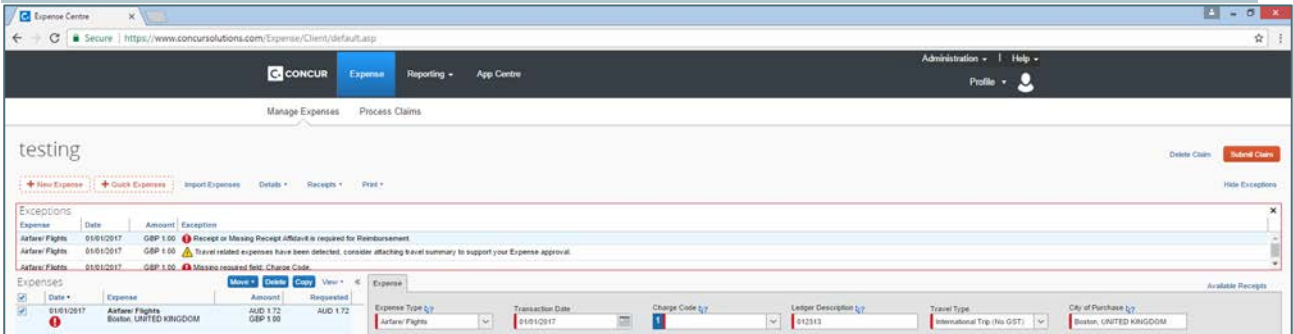


## Overview

This document details how to enter a Charge Code within a Concur Expense Claim.

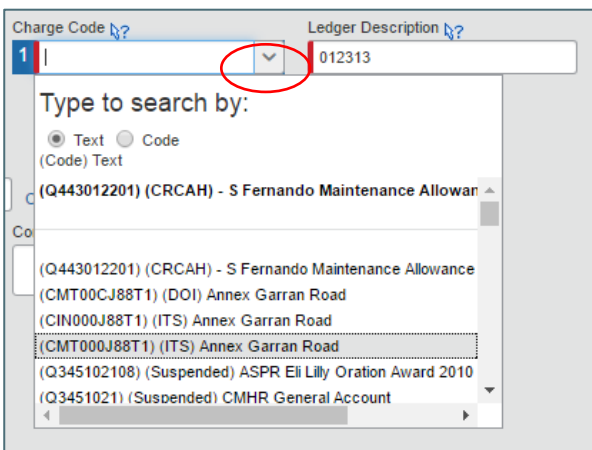
### 1. Select an expense line from your Expense Claim



### 2. Click the **drop-down** arrow on the Charge Code field.

The search window will appear:

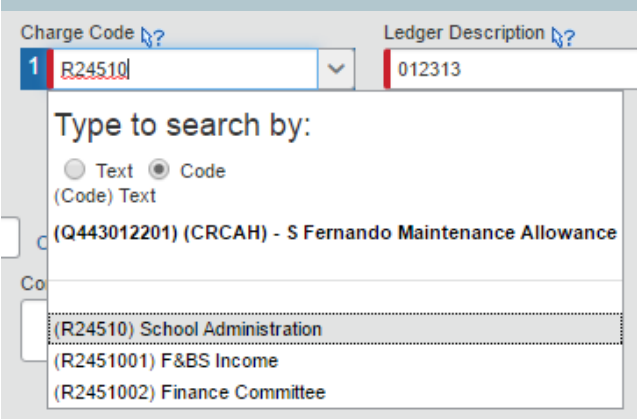
Click the 'Type to search by:' **Code** button



Type to search by:

Text  Code  
 (Code) Text

### 3. Enter your Charge Code



Select your **Charge Code** from the list.

### 4. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

<https://services.anu.edu.au/information-technology/software-systems/concur-expense-management>