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.

3. Enter your Charge Code

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