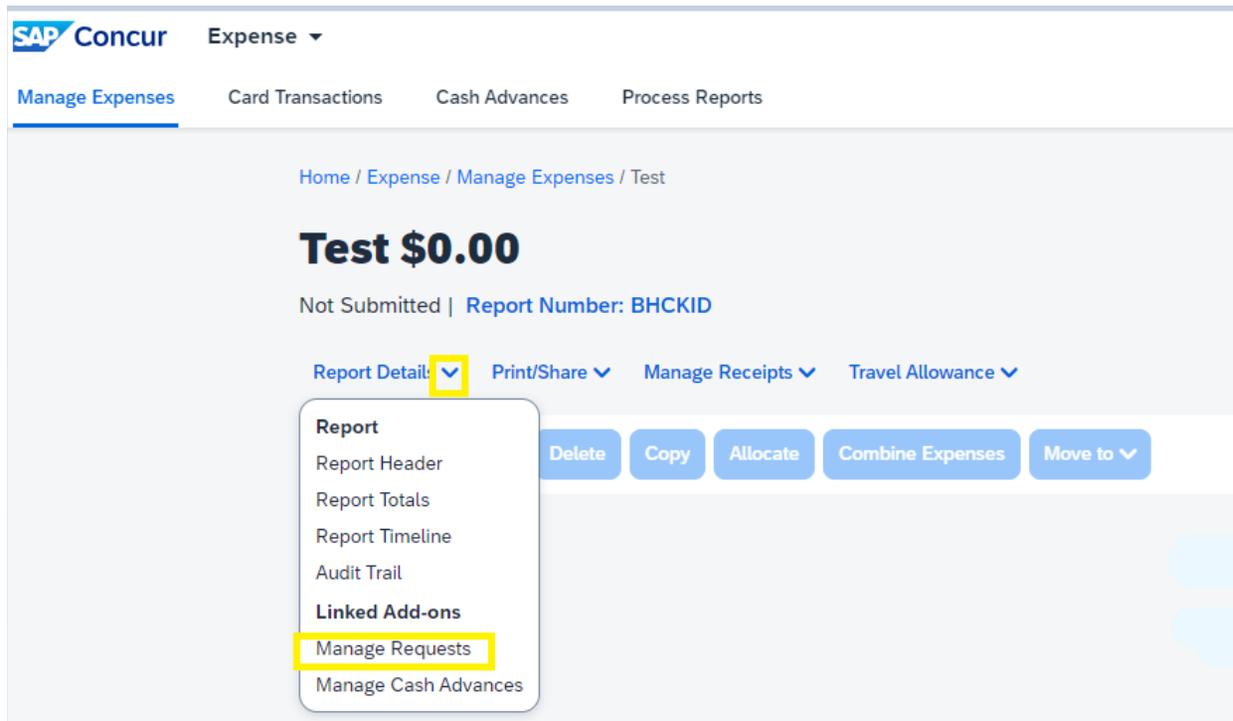


## LINKING AN APPROVED REQUEST TO AN ALREADY CREATED EXPENSE REPORT

Effective fall 2023, employees are required to create travel Requests in Concur for all **overnight travel by an employee**. The travel request must be approved in Concur before an employee can submit a travel Expense report in Concur.

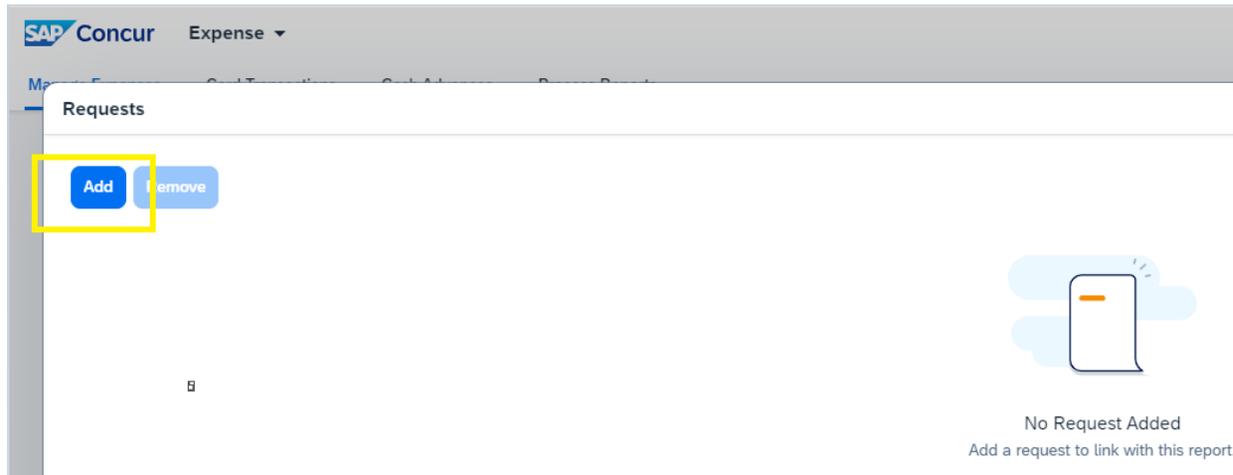
If you have already created an Expense report, and Concur will not allow you to submit the report because you do not have an approved Request for the overnight travel attached to the Expense report, you can add an *approved* Request to your Expense report.

In your Expense report, select the caret next to **Report Details** and select **Manage Requests**

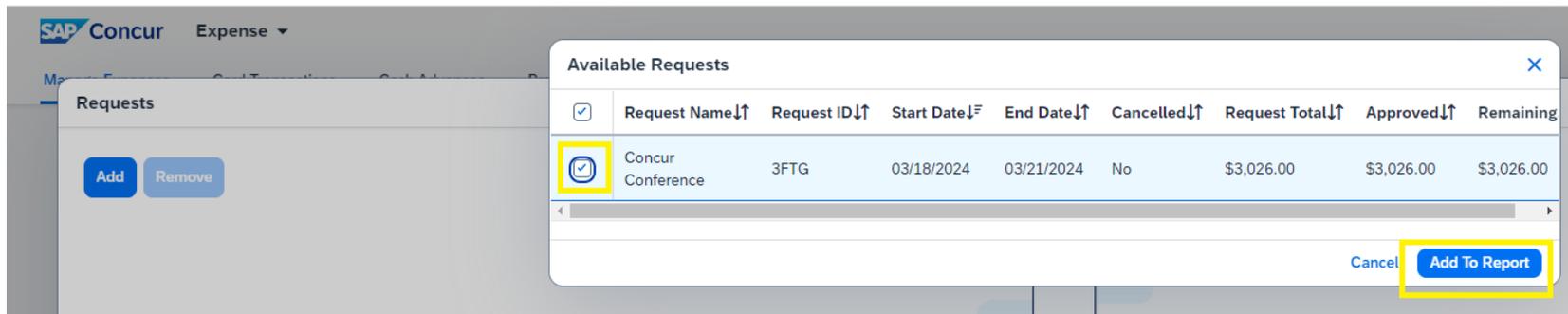


The screenshot displays the SAP Concur Expense report interface. At the top, the SAP Concur logo is visible on the left, and 'Expense' is shown with a dropdown arrow on the right. Below this, a navigation bar includes 'Manage Expenses' (underlined), 'Card Transactions', 'Cash Advances', and 'Process Reports'. The main content area shows a breadcrumb trail: 'Home / Expense / Manage Expenses / Test'. The report title is 'Test \$0.00', and its status is 'Not Submitted' with a 'Report Number: BHCKID'. A row of action buttons includes 'Report Details' (with a dropdown arrow), 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. Below these buttons are 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to' buttons. A dropdown menu is open under 'Report Details', listing options: 'Report', 'Report Header', 'Report Totals', 'Report Timeline', 'Audit Trail', 'Linked Add-ons', 'Manage Requests' (highlighted with a yellow box), and 'Manage Cash Advances'.

Select **Add**



Select the appropriate trip from the Available Requests popup, and hit **Add to Report**. *Your Request must be fully approved in order for it to appear in the popup.*



Read the popup regarding Updating Other Items, and select Do not Update or Update, as appropriate

### Update Other Items? ✕

 Linking a request will modify the following fields:

- \*Travel Start Date
- \*Travel End Date
- \*Trip Type
- \*Purpose & Card Req Service
- \*Will this trip include personal travel?
- \*Personal Travel Dates
- Duration (Days)

Do you want to also update your expenses, itemizations, and allocations in this report with the same changes?

[Do Not Update](#) [Update](#)

Click on the Request and hit Close

<input checked="" type="checkbox"/>	Request Name↓↑	Request ID↓↑	Cancelled↓↑	Request Total↓↑	Approved↓↑	Remaining↓↑
<input checked="" type="checkbox"/>	Concur Conference	3FTG	No	\$3,026.00	\$3,026.00	\$3,026.00

Close

You should now see the Request information on the Expense header

[Home](#) / [Expense](#) / [Manage Expenses](#) / [Test](#)

## Test \$0.00

Not Submitted | [Report Number: BHCKID](#)

<b>REQUEST</b> Approved \$3,026.00
--

[Report Details](#) ▾

[Print/Share](#) ▾

[Manage Receipts](#) ▾

[Travel Allowance](#) ▾

- [Add Expense](#)
- [Edit](#)
- [Delete](#)
- [Copy](#)
- [Allocate](#)
- [Combine Expenses](#)
- [Move to](#) ▾