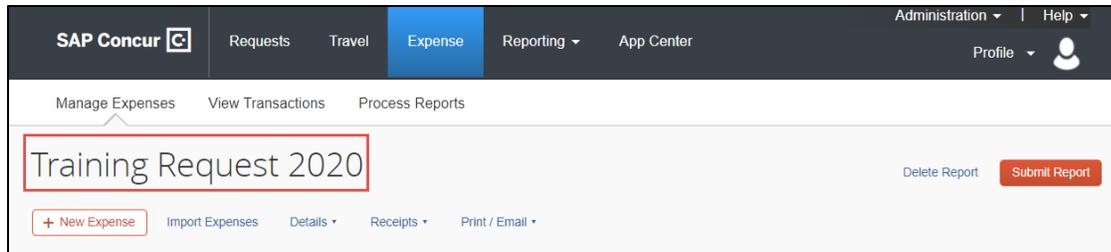


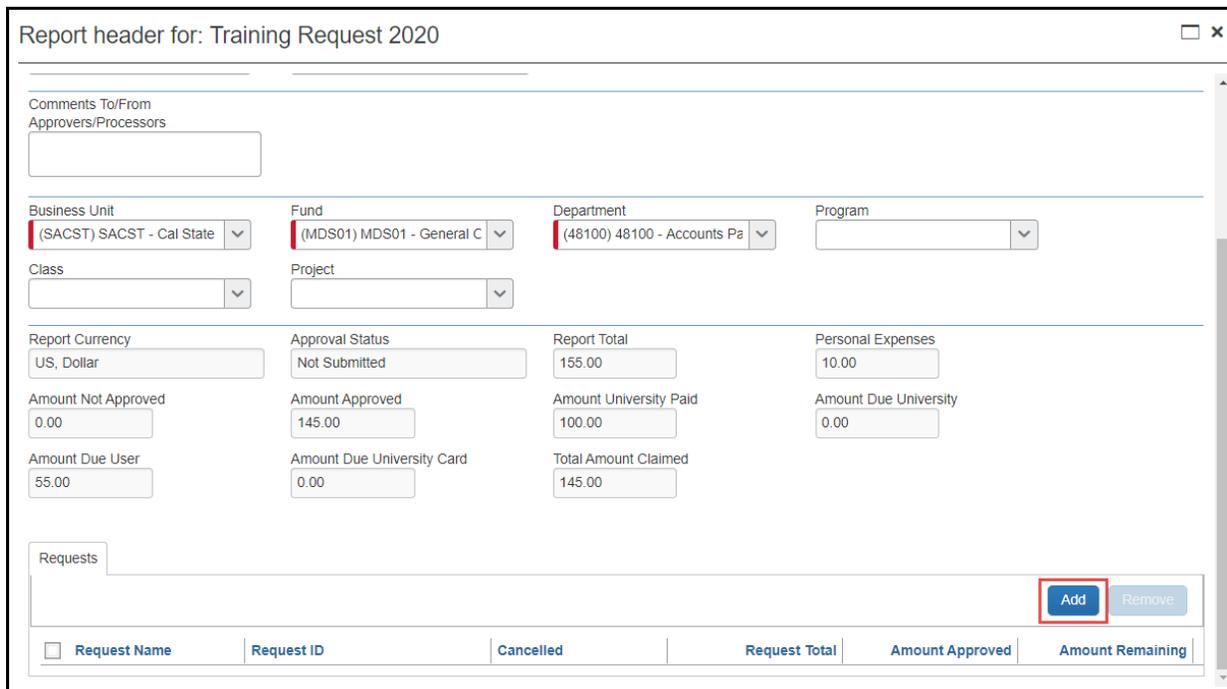
How to link a Request to the Expense Report

A request can be added to the expense report in the following way:

In the **Expenses** tab, choose your expense report. Once it has opened, click **report title** (ex. "Training Request 2020").



The details of the trip will show and at the very bottom of the pop-up, you will find an "Add" button.



Choose the request and then click **Add**. Choose **Save**. The Request is now linked.

Available Requests

<input type="checkbox"/>	Request ...	Request ID	Cancelled	Request ...	Amount ...	Amount ...
<input type="checkbox"/>	Blanket ...	3KXN	No	\$664.00	\$664.00	\$664.00
<input type="checkbox"/>	CHELF ...	3KHN	No	\$1,193.10	\$1,193.10	\$137.33
<input checked="" type="checkbox"/>	Training ...	3YLX	No	\$0.00	\$0.00	\$0.00

Add Cancel

*If your request is not showing up in Available Requests, then it was automatically closed. You can email sacstatetravel@csus.edu with the Request ID # and we can reopen the request for you.

Please be aware requests automatically close 61 days after the travel end date, as Travel Policy states all reports should be submitted within this time frame.

Requests

Add Remove

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/>	Training Request 2020	3YLX	No	\$0.00	\$0.00	\$0.00

Save Cancel

In the future, make sure to start an expense report from the **Requests** tab and choosing the **Expense** link, under the Action column on the right side of your approved request, and submit the report within 60 days of your trip return date.

SAP Concur | Requests | Travel | Expense | Reporting | App Center | Administration | Help | Profile

Manage Requests | New Request | Process Requests | Quick Search

Active Requests (2)

Delete Request | Copy Request | Close/Inactivate Request

View

Request Name: [dropdown] | Begins With: [dropdown] | [Go]

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	Training Request 2020	3YLX	Approved	12/01/2019	12/17/2019	\$0.00	\$0.00	\$0.00	Expense

12/03/2019