

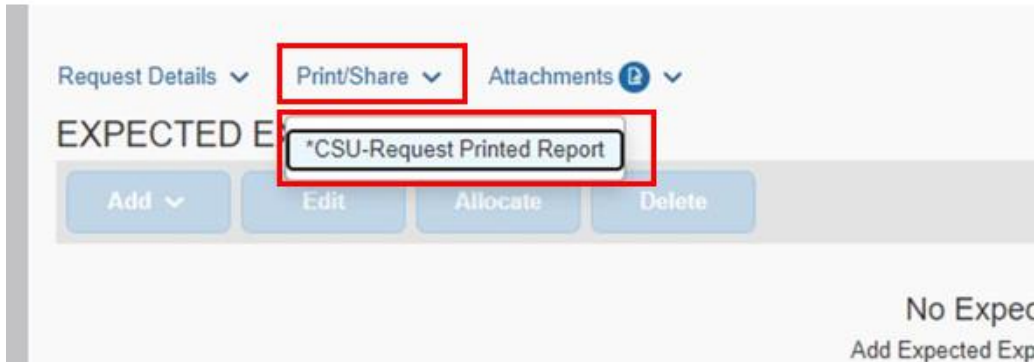
Concur has updated its user interface. Concur is aware we are having trouble seeing the list of Expenses and/or the details for approvals. Concur is working on this issue. In the meantime, please use this work-around to see all the expenses, so you can continue to approve travel.

Step 1. go to Print/Share and click on CSU-Request Printed Report

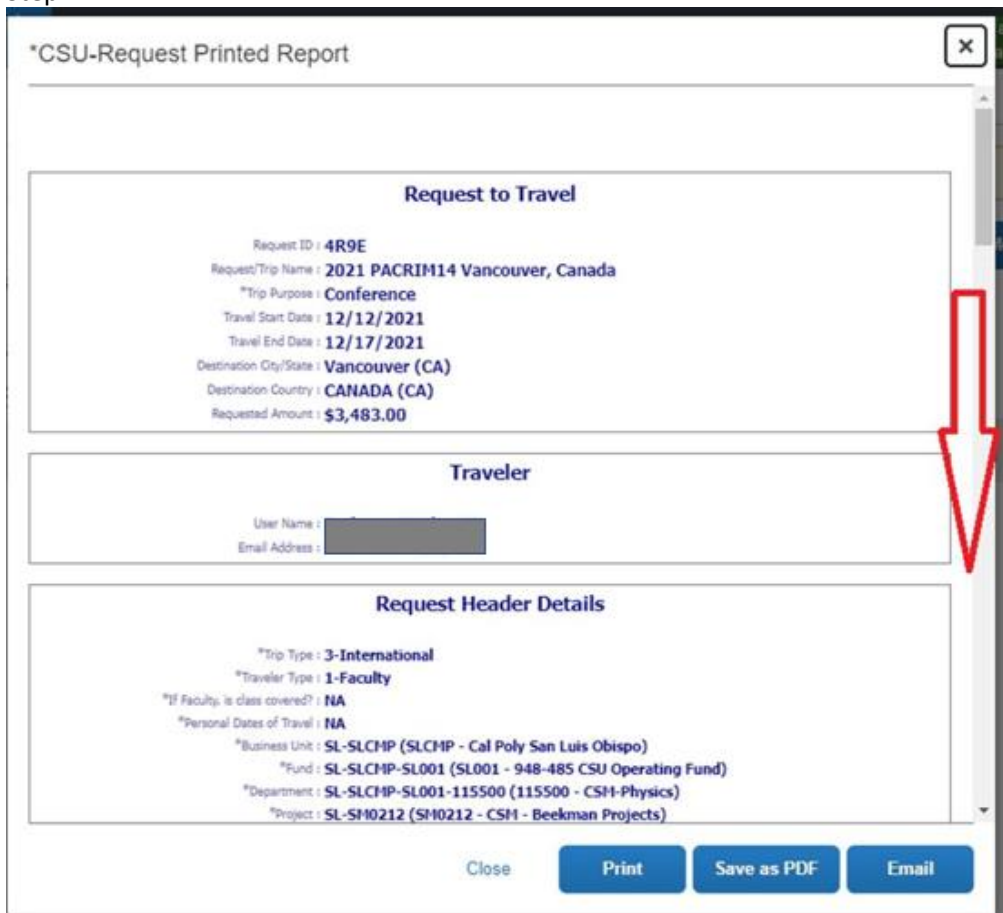
Steps 2 & 3. Scroll down to the pop-up to see all the expenses (step 3).

You can see all the attachments by clicking on Attachments – View Attachments.

Step 1:



Step 2:



STEP 3:

## \*CSU-Request Printed Report



\*Fund : **SL-SLCMP-SL001 (SL001 - 948-485 CSU Operating Fund)**  
\*Department : **SL-SLCMP-SL001-115500 (115500 - CSM-Physics)**  
\*Project : **SL-SM0212 (SM0212 - CSM - Beekman Projects)**  
**Beekman, Matthew K. (10/05/2021): SL001-115500-SM0212**  
Approval Comment : **Youngquist, Esmeralda B. (10/06/2021): Using start-up funds**  
**Vanderkar, Caroline I. (10/12/2021): Traveler included information on COVID-related safety measures.**

### Segments

#### Hotel Reservation

Amount : \$1,000.00

12/12/2021 Vancouver (CA) 12/17/2021

Allocations : 100% (\$1,000.00) SL-SLCMP-SL001-115500 SM0212-SL-SL-SL

#### Air Ticket

Amount : \$600.00

12/12/2021 San Luis Obispo Cty (Airport - SBP), San Luis Obispo (US) – Vancouver Intl (Airport - YVR), Vancouver (CA) Departure time: 6:00 AM

Approval Comment : Beekman, Matthew K. (10/05/2021): Times are estimated. Actual time may differ once flight is booked.

12/17/2021 Vancouver Intl (Airport - YVR), Vancouver (CA) – San Luis Obispo Cty (Airport - SBP), San Luis Obispo (US) Departure time: 7:00 PM

Approval Comment : Beekman, Matthew K. (10/05/2021): Times are estimated. Actual time may differ once flight is booked.

Allocations : 100% (\$600.00) SL-SLCMP-SL001-115500 SM0212-SL-SL-SL

### Expenses

Close

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