EXPENSE REPORT: ATTACH APPROVED REQUEST TO REPORT ALREADY CREATED
1. Open the Expense Report. Then Click Report Details/Manage Requests
2. A popup will appear. Click **ADD**
3. Select the available APPROVED REQUEST to attach to the Expense Report, then ADD to the Report
   Note: Only APPROVED REQUESTS will be available here
4. The Approved Request will show at the top of the Expense Report in a box titled Request.