

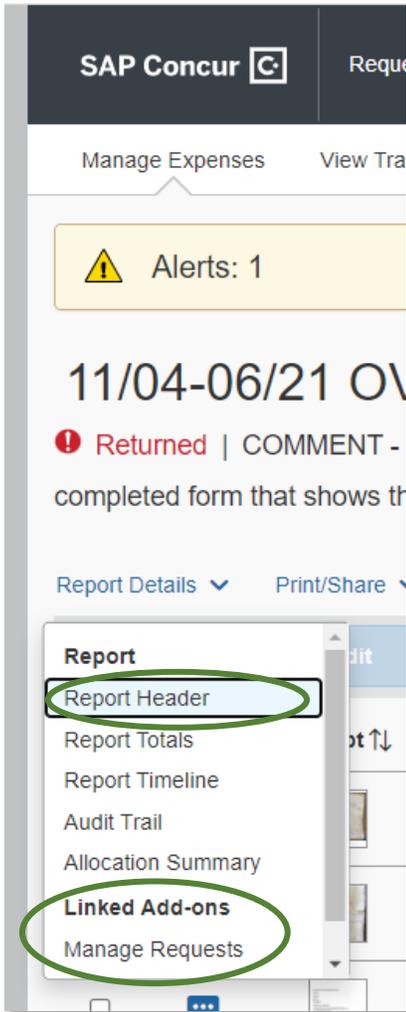
EXPENSE REPORT: ATTACH APPROVED REQUEST TO REPORT ALREADY CREATED



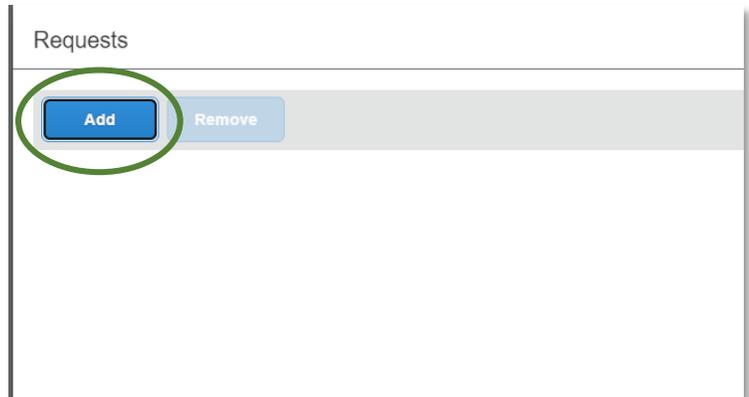
CAL POLY

Strategic Business Services

ADMINISTRATION & FINANCE



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.

