EXPENSE REPORT: ATTACH APPROVED REQUEST TO REPORT ALREADY CREATED

SAP Concur C	Requests	Travel	Expense	Approvals	Reporting 🗸	App Center
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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**

Requests	
Add Remove	

- 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.

	Request Name ↑
	nequest name I.
0	GCAA Coach Conv
0	2021 Hawaii Hoaka
•	2021 Oregon St Inv
0	2021 Windon North
0	2021 Husky Gold M



	2021 The Husky TOLLA Pending Budget Approval Report Details Y Print/Share Y Manage Receipt					
	REQUEST Approved \$8,850.0	0	Remaining \$6,441.16			
L	Alerts ↑↓	Receipt ↑↓	Paymen	t Type ↑↓		
l			*CSU-U	SBank-CBCP		
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