

# Request: Edit Expected Expense

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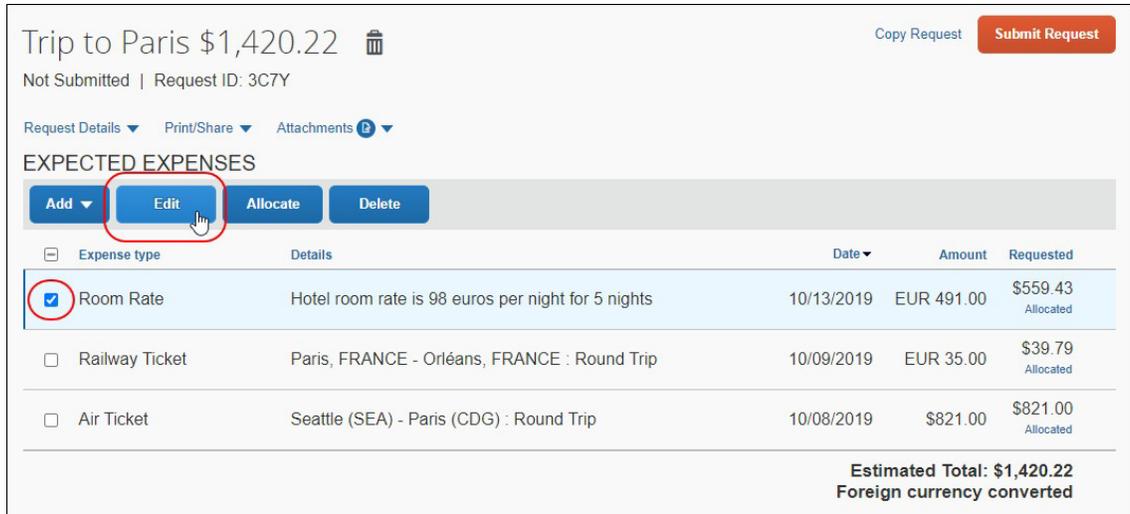
# CAL POLY

## Strategic Business Services

ADMINISTRATION & FINANCE

## Edit an Expected Expense

With the request open, select the expected expense you want to edit and then click **Edit**.



Trip to Paris \$1,420.22  Copy Request Submit Request

Not Submitted | Request ID: 3C7Y

Request Details  Print/Share  Attachments 

### EXPECTED EXPENSES

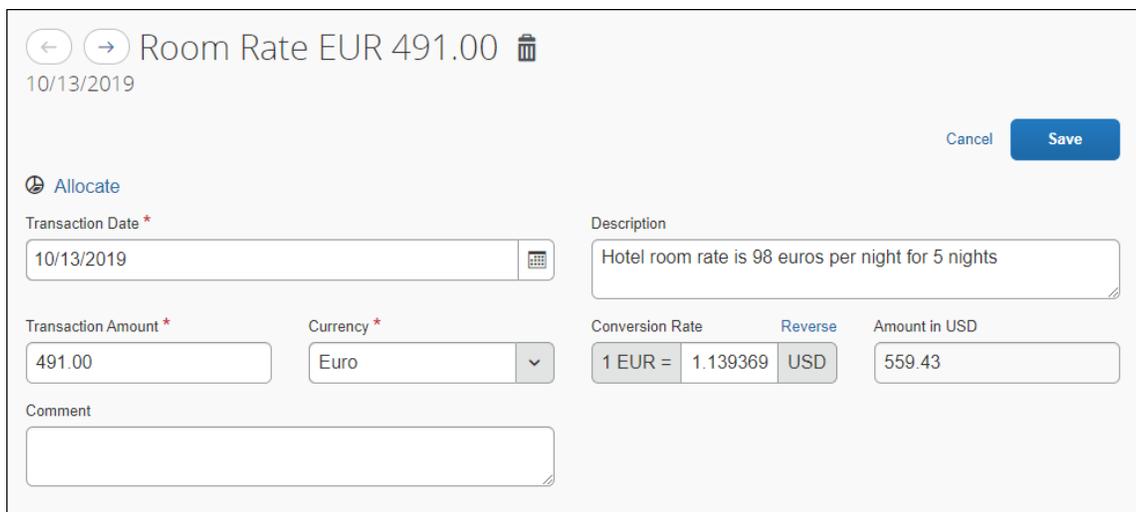
Add Edit Allocate Delete

<input type="checkbox"/>	Expense type	Details	Date	Amount	Requested
<input checked="" type="checkbox"/>	Room Rate	Hotel room rate is 98 euros per night for 5 nights	10/13/2019	EUR 491.00	\$559.43 <small>Allocated</small>
<input type="checkbox"/>	Railway Ticket	Paris, FRANCE - Orléans, FRANCE : Round Trip	10/09/2019	EUR 35.00	\$39.79 <small>Allocated</small>
<input type="checkbox"/>	Air Ticket	Seattle (SEA) - Paris (CDG) : Round Trip	10/08/2019	\$821.00	\$821.00 <small>Allocated</small>

**Estimated Total: \$1,420.22**  
Foreign currency converted

Clicking **Edit** opens the expected expense details page. Make your edits and click **Save**.

**NOTE:** The **Conversion Rate** field and **Amounts in [currency]** fields appear as soon as a user chooses a currency that is different from the one defined in on the **Request Information** page in Profile.



← → Room Rate EUR 491.00   
10/13/2019 Cancel Save

 Allocate

Transaction Date \*  

Description

Transaction Amount \*  Currency \*

Conversion Rate Reverse  Amount in USD

Comment





**Questions?** Please contact Stephanie Albright at [polytravel@calpoly.edu](mailto:polytravel@calpoly.edu)