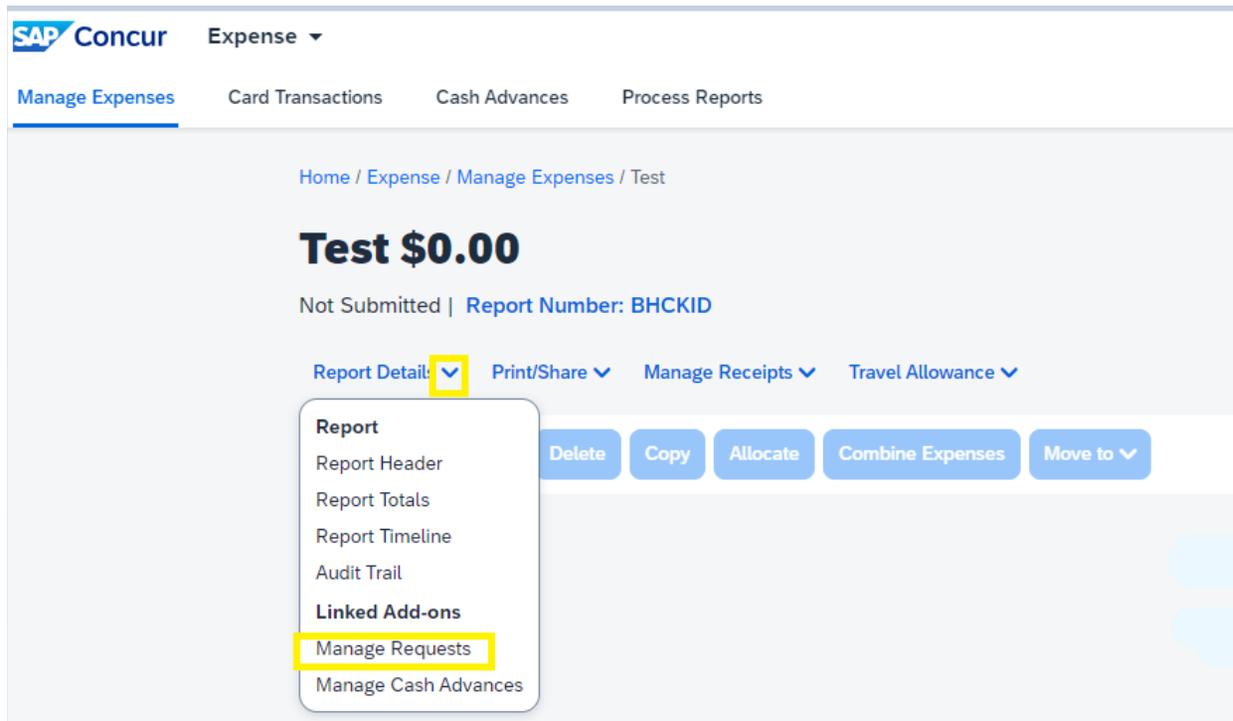## LINKING AN APPROVED REQUEST TO AN ALREADY CREATED EXPENSE REPORT

Effective fall 2023, employees are required to create travel Requests in Concur for all **overnight travel by an employee**. The travel request must be approved in Concur before an employee can submit a travel Expense report in Concur.
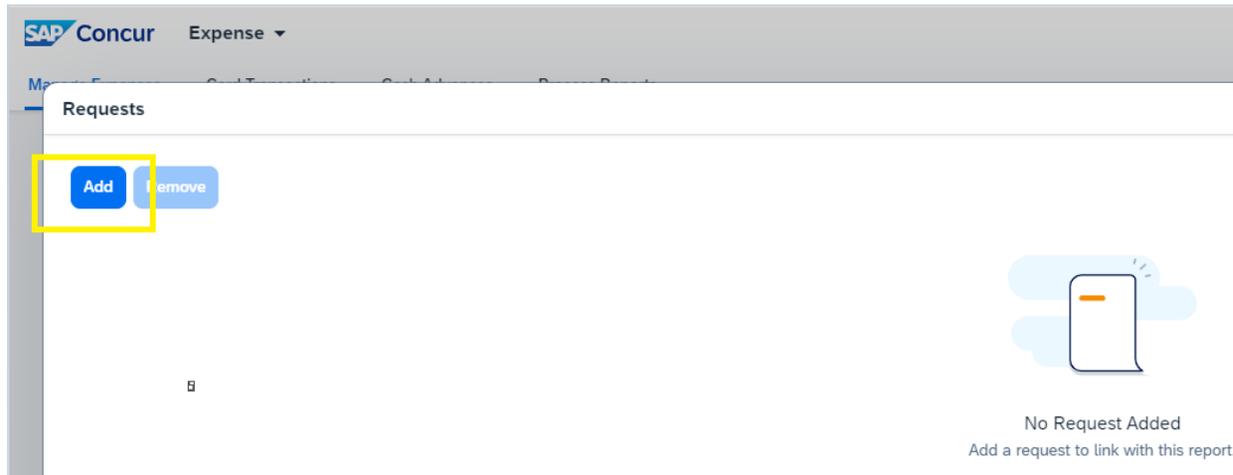
If you have already created an Expense report, and Concur will not allow you to submit the report because you do not have an approved Request for the overnight travel attached to the Expense report, you can add an *approved* Request to your Expense report.

In your Expense report, select the caret next to **Report Details** and select **Manage Requests**
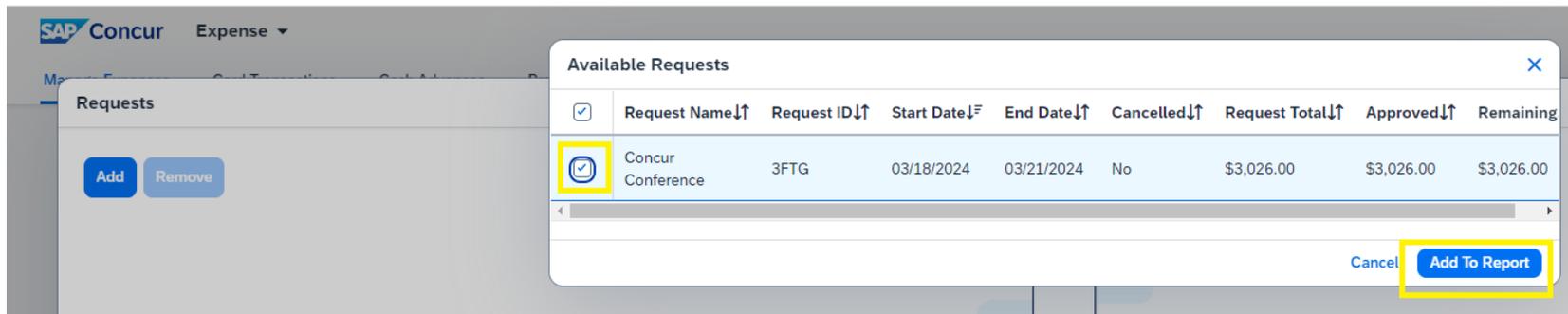
Select **Add**

Select the appropriate trip from the Available Requests popup, and hit **Add to Report**. *Your Request must be fully approved in order for it to appear in the popup.*

Read the popup regarding Updating Other Items, and select Do not Update or Update, as appropriate

Update Other Items?   ✕

?   Linking a request will modify the following fields:

- *Travel Start Date
- *Travel End Date
- *Trip Type
- *Purpose & Card Req Service
- *Will this trip include personal travel?
- *Personal Travel Dates
- Duration (Days)

Do you want to also update your expenses, itemizations,
and allocations in this report with the same changes?

Do Not Update   **Update**

Click on the Request and hit Close

	Request Name↓↑	Request ID↓↑	Cancelled↓↑	Request Total↓↑	Approved↓↑	Remaining↓↑
☑	Concur Conference	3FTG	No	$3,026.00	$3,026.00	$3,026.00

Add **Remove**

Close

You should now see the Request information on the Expense header

Home / Expense / Manage Expenses / Test

Test $0.00

Not Submitted | **Report Number: BHCKID**

REQUEST

Approved

$3,026.00

Report Details ▾   Print/Share ▾   Manage Receipts ▾   Travel Allowance ▾

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ▾