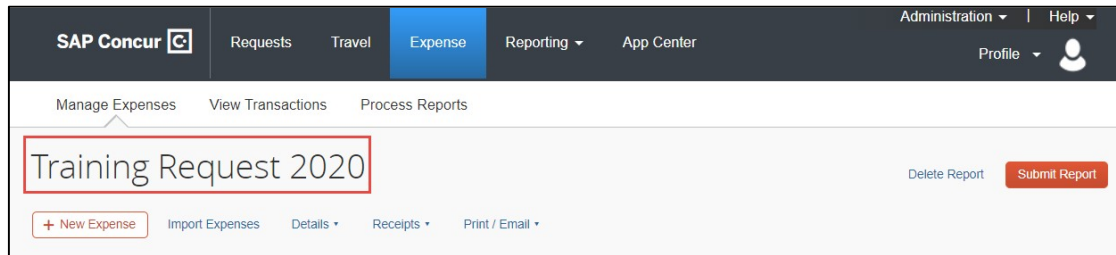


How to link a Request to the Expense Report

A request can be added to the expense report in the following way:

In the **Expenses** tab, choose your expense report. Once it has opened, click **report title** (ex. "Training Request 2020").



The details of the trip will show and at the very bottom of the pop-up, you will find an "Add" button.

The screenshot shows the 'Report header for: Training Request 2020' pop-up window. The window title is 'Report header for: Training Request 2020'. The main content area contains several sections of information:

- Comments To/From Approvers/Processors:** A text input field.
- Business Unit:** (SACST) SACST - Cal State
- Fund:** (MDS01) MDS01 - General C
- Department:** (48100) 48100 - Accounts Pa
- Program:** (empty)
- Class:** (empty)
- Project:** (empty)
- Report Currency:** US, Dollar
- Approval Status:** Not Submitted
- Report Total:** 155.00
- Personal Expenses:** 10.00
- Amount Not Approved:** 0.00
- Amount Approved:** 145.00
- Amount University Paid:** 100.00
- Amount Due University:** 0.00
- Amount Due User:** 55.00
- Amount Due University Card:** 0.00
- Total Amount Claimed:** 145.00

At the bottom of the window, there is a 'Requests' section with a table header and an 'Add' button highlighted in a red box. The table header includes columns for 'Request Name', 'Request ID', 'Cancelled', 'Request Total', 'Amount Approved', and 'Amount Remaining'.

Choose the request and then click **Add**. Choose **Save**. The Request is now linked.

Available Requests

<input type="checkbox"/>	Request ...	Request ID	Cancelled	Request ...	Amount ...	Amount ...
<input type="checkbox"/>	Blanket ...	3KXN	No	\$664.00	\$664.00	\$664.00
<input type="checkbox"/>	CHELF ...	3KHN	No	\$1,193.10	\$1,193.10	\$137.33
<input checked="" type="checkbox"/>	Training ...	3YLX	No	\$0.00	\$0.00	\$0.00

*If your request is not showing up in Available Requests, then it was automatically closed. You can email sacstatetravel@csus.edu with the Request ID # and we can reopen the request for you.

Please be aware requests automatically close 61 days after the travel end date, as Travel Policy states all reports should be submitted within this time frame.

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/>	Training Request 2020	3YLX	No	\$0.00	\$0.00	\$0.00

In the future, make sure to start an expense report from the **Requests** tab and choosing the **Expense** link, under the Action column on the right side of your approved request, and submit the report within 60 days of your trip return date.

SAP Concur

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Administration | Help

Profile

Manage Requests | New Request | Process Requests | Quick Search

Active Requests (2)

Request Name: Begins With:

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	Training Request 2020	3YLX	Approved	12/01/2019	12/17/2019	\$0.00	\$0.00	\$0.00	<input type="button" value="Expense"/>

12/03/2019