FINANCE AND OPERATIONS

Linking an Approved Travel

Request to an Expense Report

Creating a Report from a Request

You can create an expense report from an approved travel request. Follow these steps to create a new expense report from an approved travel request:

1. Open the Active Requests page by clicking on the **Requests** tab.

SAP Co	oncur 🖸	Requests	Travel	Expense	Approvals	App Center
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2. Select the Travel Request you want to create an expense report for.



3. Click the **Create Expense Report** button.

MINT Conference Approved Request ID: 33GE	\$1,167.50	More Actions 🔻	Create Expense Report	
Request Datable Print/Share EXPECTED EXPENSES Expense type	Atlachmente 🕶	Deto 🕶	Amount	Requested
Hotel Reservation	Tulsa, Oklahoma	08/03/2020	\$500.00	\$500.00
Air Ticket	Raleigh (RDU) - Tulsa (TUL) : Round Trip	08/03/2020	\$475.00	\$475.00
Daily Allowance	Tulsa, Oklahoma	08/03/2020	\$192.50	\$192.50
		Entimat	ad Total: 0	1 167 50

Result: All report details of the approved Travel Request will populate on the Expense Report. The total approved amount of the Request will be listed at the top of the expense report as shown below.



Linking a Request with a Report

To attach a request to a report:

1. Select the **Report Details** dropdown. Then from the list, select **Manage Requests**.

Report Details 🐱	Print/Share 🗸	Manage Rec	eipts 🗸
Report	·		
Report Header			
Report Totals			
Report Timeline			
Audit Trail			
Report Payments			
Linked Add-ons			
Manage Requests			

2. Click the **Add** button.



3. Select from the list the appropriate Request associated with the report.

Available Requests *								×
	Request Name 1.	Request ID 1	Start Date	End Date 1	Cancelled 1	Request Total 1	Approved 1	Remaining 14
۲	MINT Conference	360R	08/03/2021	0506/2021	1.90	\$1.167.50	\$1.167.50	\$1,167.50
_							Cancel	Add To Report

- 4. Click Add to Report.
- 5. Click **Close** to return to the Report.

Result: The Request is attached to the Report. The total approved amount of the Request will be listed at the top of the expense report as shown below.

MINT Conference \$0.00 m Not Submitted						
Report Details ~ REQUEST Approved \$1,167.50	Print/Share 🗸	Manage Receipts 🗸	Travel Allowance 🐱			
Add Expense	East	DOD D	-			