

Submitting Multiple Expense Reports for One Request

Objective: Concur allows multiple expense reports per request. This is very common when travelers would like reimbursement for their airfare prior to their business trip. This quick guide will explain the steps to create multiple expense reports for a single request using airfare as an example.

1. To create an expense report for your airfare only, create your expense report by **clicking** the *Expense* link for your request under the *Action* column.

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved ...	Remaining...	Action
<input type="checkbox"/>	Test Workflow	33AF	Approved	07/25/2017	07/14/2017	\$2,589.50	\$2,589.50	\$1,689.50	Expense
<input type="checkbox"/>	testtest	337J	Approved	07/30/2017	07/13/2017	\$585.00	\$585.00	\$585.00	Expense
<input type="checkbox"/>	Test	333J	Submitted & Pending Approval - Approver, Default	06/29/2017	06/06/2017	\$450.00	\$0.00	\$0.00	
<input type="checkbox"/>	local audit test	334T	Submitted & Pending Approval - Approver, Default	06/02/2017	06/06/2017	\$267.00	\$0.00	\$0.00	
				06/11/2017					

2. Click *No* when asked if you will be claiming Meals and/or Lodging

Travel Allowances

Will you be claiming Meals and/or Lodging?

Yes No

3. Select the *Airfare* expense type, fill out the required fields and save when completed.

New Expense

Expense Type: Airfare

Transaction Date: 07/17/2017

Vendor: United Airlines

Airline Travel Service Code: Coach Class

Amount: 900.00 USD

Request: 07/25/2017, \$900.00 - Test V

Save Itemize Allocate Attach Receipt Cancel

4. **Attach** your airfare receipt(s) and **Click *Submit Report*** when ready to submit your report.
5. To create a second expense report for your request, **click** the *Expense* link for your request under the *Action* column. This will connect your new expense report to your request.
6. Complete your second Expense Report as you normally would. If you need any help creating your expense reports, refer to our Quick Start Guide [here](#) for more information.