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.

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

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

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.