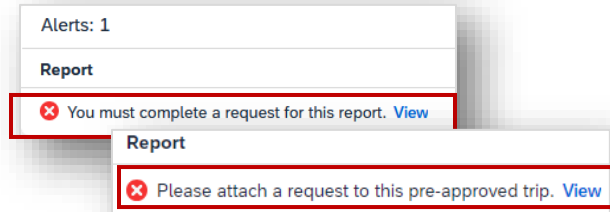


**Objective:** This quick start guide provides steps to add an approved travel request to an expense report.

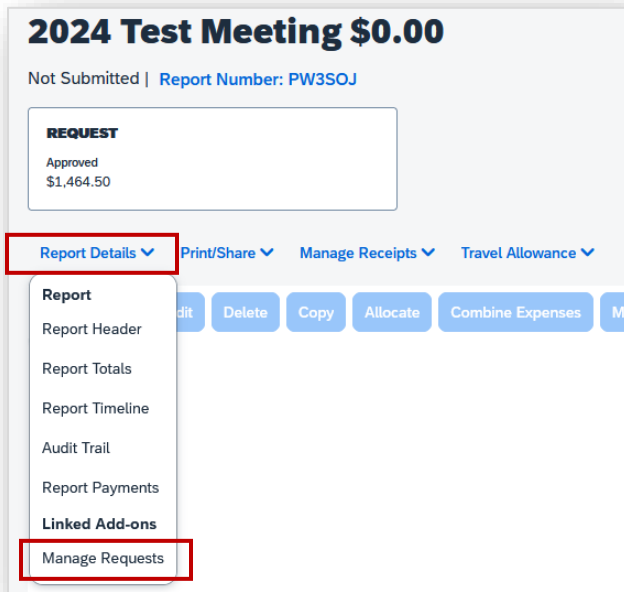


Concur will display an alert of "You must complete a request for this report" or "Please attach a request to this pre-approved trip".

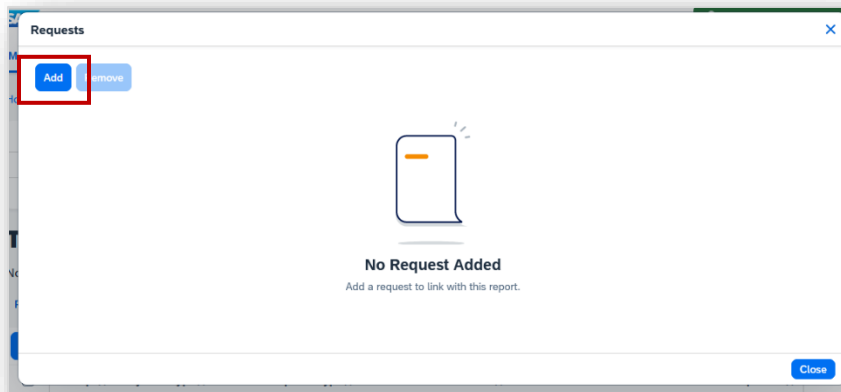


Follow these steps:

1. Click on *Report Details*, then *Manage Requests*.



2. Click *Add*.



## Attaching a Request to an Expense Report

3. You should see an *Available Requests* window appear. In this window, locate and select the travel request that corresponds to the expenses you want to include in your expense report. Then **click Add To Report**.

<input checked="" type="checkbox"/>	Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining
<input checked="" type="checkbox"/>		7TTF	05/13/2024	05/16/2024	No	\$1,464.50	\$1,464.50	\$1,464.50
<input type="checkbox"/>		7RKW	05/01/2024	05/03/2024	No	\$2,356.50	\$2,356.50	\$2,356.50
<input type="checkbox"/>		7TTT	04/15/2024	04/18/2024	Yes	\$1,595.50	\$1,595.50	\$1,595.50
<input type="checkbox"/>		7JT9	05/15/2023	05/19/2023	No	\$1,858.50	\$1,858.50	\$1,051.93
<input type="checkbox"/>		7JGV	04/17/2023	04/21/2023	No	\$2,687.50	\$2,687.50	\$1,814.48
<input type="checkbox"/>		4AJ6	04/22/2019	04/26/2019	No	\$2,796.00	\$2,796.00	\$1,869.73
<input type="checkbox"/>		3KPQ	06/11/2018	06/15/2018	No	\$1,381.90	\$1,381.90	\$946.92

4. An *Update Other Items* pop-up window should now appear. **Click Update**.

**Update Other Items?**

Linking a request will modify the following fields:

- Request/Trip Name
- Request/Trip Start Date
- Request/Trip End Date
- Business Purpose
- \*Project
- \*Activity
- \*WBS
- \*Fund
- \*Personal Travel?
- \*Local Travel

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

Do Not Update **Update**

5. You should now see the travel request has been added. **Click Close** to return to your expense report.



**Note:** The alert will not disappear, but you should be able to submit your expense report with no issues.