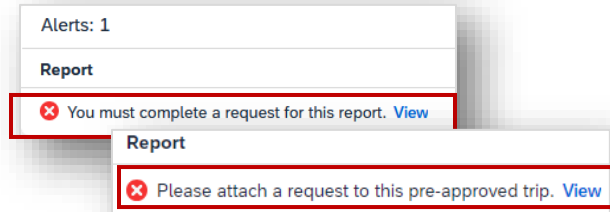# Attaching a Request to an Expense Report

Objective: This quick start guide provides steps to add an approved travel request to an expense report.
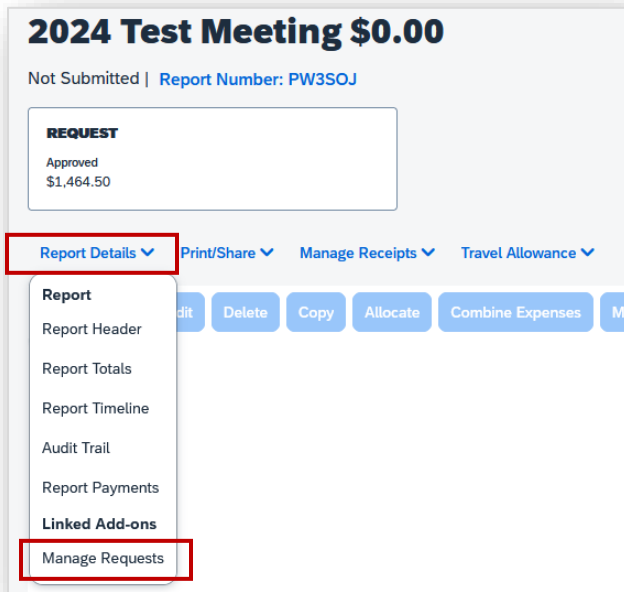
Concur will display an alert of "*You must complete a request for this report*" or "*Please attach a request to this pre-approved trip*".
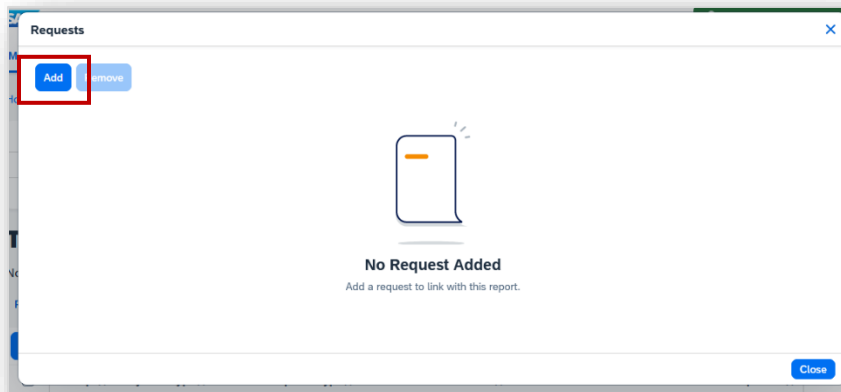
Follow these steps:

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

2. **Click** *Add.*

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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*.

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