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.
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**.

![Available Requests window](image)

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

![Update Other Items window](image)

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.