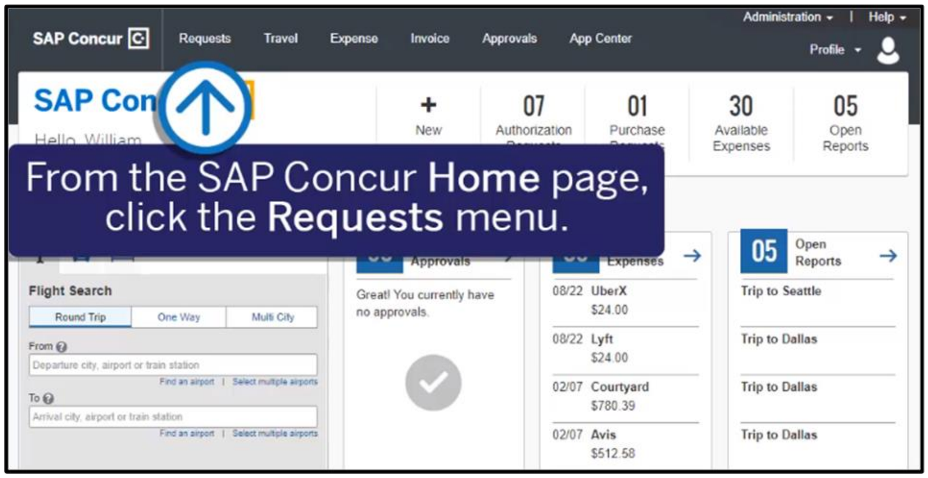
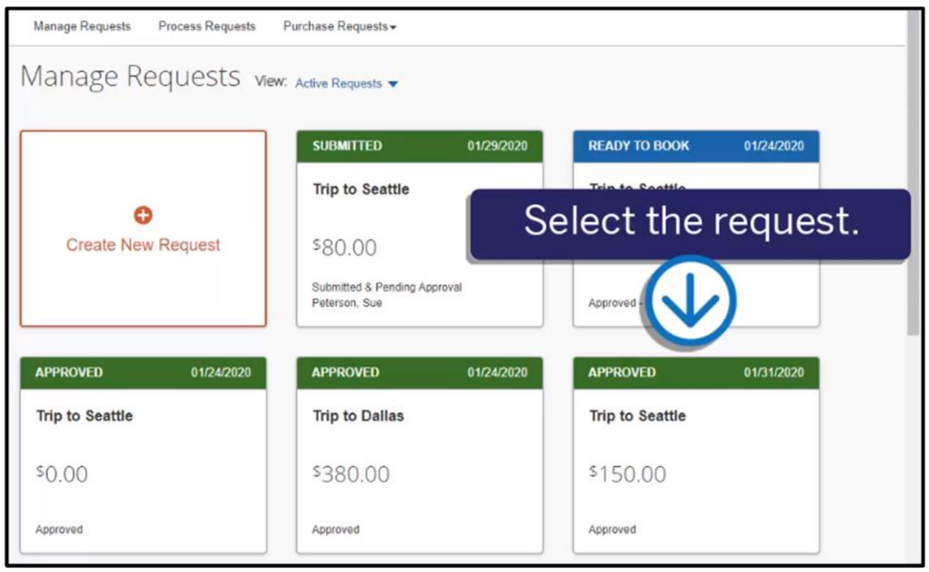
Adding an Approved Request to a New Expense Report

You can add an approved request and its expected expenses to a new expense report.

1. From the **SAP Concur** home page, click **Requests** from the menu.

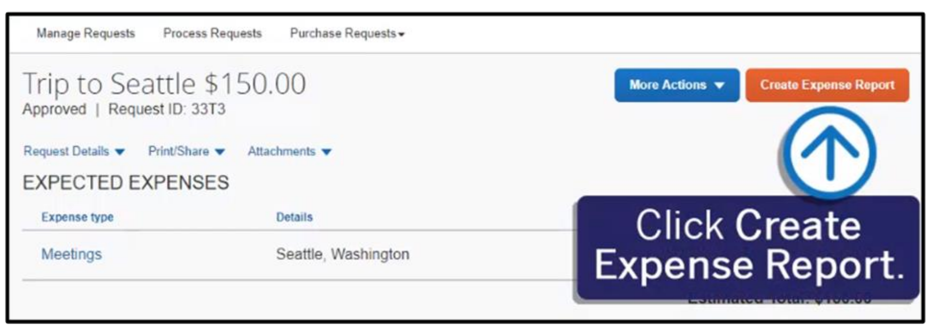


2. Select the **Approved** request that you want to create your new expense report from.



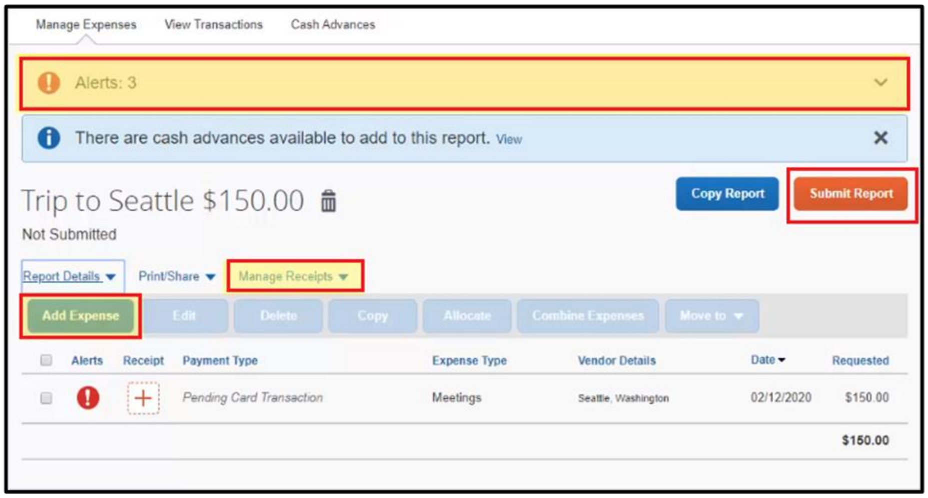
The **Expected Expenses** for the selected request display.

3. Click **Create Expense Report**.



The expense report is created with the attached request.

4. Correct any alerts, add any additional expected expenses, attach your required receipts, and then click **Submit Report**.



Last updated: 13 May 2020