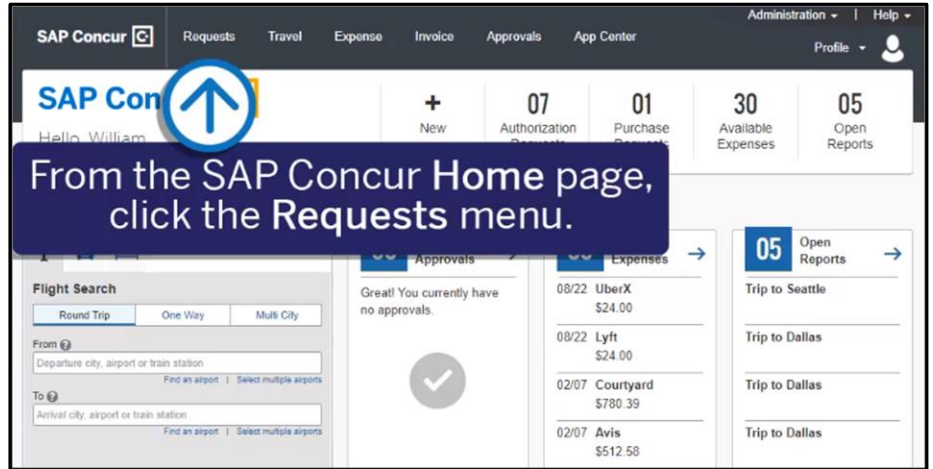


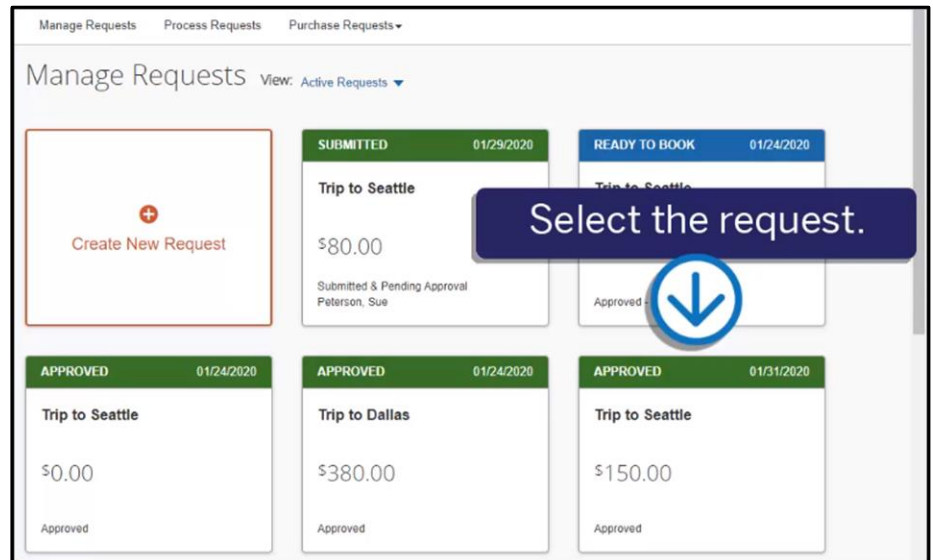
Adding an Approved Request to a New Expense Report

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.

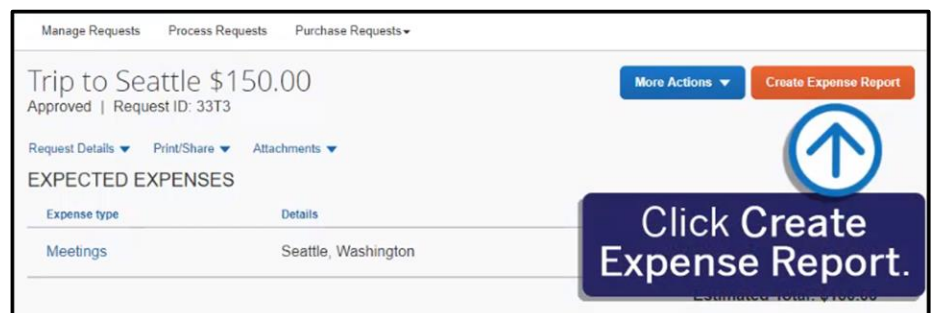


2. Select the **Approved** request that you want to create your new expense report from.



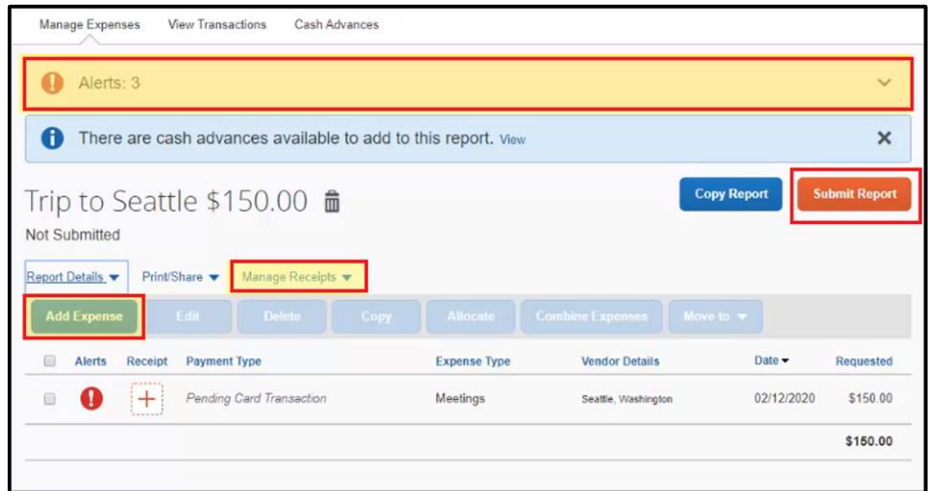
The **Expected Expenses** for the selected request display.

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**.



The screenshot shows the SAP Concur expense report interface. At the top, there are navigation tabs: 'Manage Expenses', 'View Transactions', and 'Cash Advances'. Below this is an alert bar with a yellow background and an exclamation mark icon, stating 'Alerts: 3'. A blue information bar below the alert says 'There are cash advances available to add to this report. View'. The main title of the report is 'Trip to Seattle \$150.00' with a trash icon. Below the title, it says 'Not Submitted'. There are two buttons: 'Copy Report' and 'Submit Report'. Below the title, there are three dropdown menus: 'Report Details', 'Print/Share', and 'Manage Receipts'. Below these are several action buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. Below the buttons is a table with columns: 'Alerts', 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Requested'. The table contains one row with a red exclamation mark icon in the 'Alerts' column, a red plus sign in the 'Receipt' column, and the text 'Pending Card Transaction' in the 'Payment Type' column. The 'Expense Type' is 'Meetings', 'Vendor Details' is 'Seattle, Washington', 'Date' is '02/12/2020', and 'Requested' is '\$150.00'. The total amount '\$150.00' is shown at the bottom right of the table.