Starting an Expense Report from an approved Travel Request

**Purpose:** Users must create expense reports in order to be reimbursed for out of pocket expenses incurred during travel and to settle travel card transactions. Concur requires an approved Travel Request before an expense report.

- At FSU, a Travel Request must be created in order to create a Travel Expense Report. Reports containing only non-travel expense type line items do not require a Travel Request.
- The easiest way to start the Expense Report is from the Travel Request

From the Concur Home Page click **Requests**.

<table>
<thead>
<tr>
<th>Active Requests (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
</tr>
<tr>
<td>Request Id</td>
</tr>
<tr>
<td>123456</td>
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</tbody>
</table>

1. In the above example there are two requests. Both have a status of Approved, and are ready for creation of the Expense Report.
2. Under the Action heading, click Expense.

3. The Create a New Expense Report screen will open, and the fields will be automatically populated with information from the Travel Request.
4. You must answer the question, **"Will be the last report for this request?"**
5. You may make changes to any fields or add comments.
6. Click Next to proceed through the entering of expenses.
7. The next prompt asks if the traveler will claim meals. Select the appropriate response.
Where to from here?
Quick start guides are available for:

- Meal Allowance
- Adding Out-of-Pocket expenses
- Placing T-Card charges on an expense report (from an open expense report & from the Managing Expenses section)
- Itemizing nightly lodging expenses
- Itemizing personal expenses on the travel card
- Adding attendees
- Entering personal vehicle mileage
- Documented Miles expense type
- Copying an expense
- Converting foreign currency
- Allocating (split-funding) transactions
- Attaching receipts
- Missing receipts
- Printing an Expense Report