



Copying an Expense

Purpose: Travelers may incur the same expense several times over the course of a single trip. Copying an expense line ensures the details of identical expenses remain the same and improves user efficiency.

The screenshot shows the 'Field Research Trip' page in the Concur system. At the top, there are navigation options: '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below this is the 'Expenses' section, which includes a table with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The first row is selected and has a 'Copy' button highlighted in a red box. The second row is also visible, showing a 'Lodging' expense for 'Hilton Hotels, Seattle, Washington'.

	Date ▼	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	10/04/2016	Mileage - Personal Car	\$136.62	\$136.62
<input type="checkbox"/>	> 10/04/2016	Lodging Hilton Hotels, Seattle, Washington	\$500.00	\$450.00

To copy an expense:

1. With the expense report open, select the expense you want to copy.
2. Click **Copy**.

The new expense is added to the **Expenses** list:

- The original expense date is advanced by one day.
- All allocations, attendees, and expense-level comments from the original expense are copied to the new expense.
- Credit card information and e-receipts from the original expense are **not** copied to the new expense.
NOTE: This type of information is generally associated with only one expense so it is not copied to the new expense.
- If the Payment Type of the original expense is a travel card, then the PaymentType of the new expense is editable using the dropdown list.