

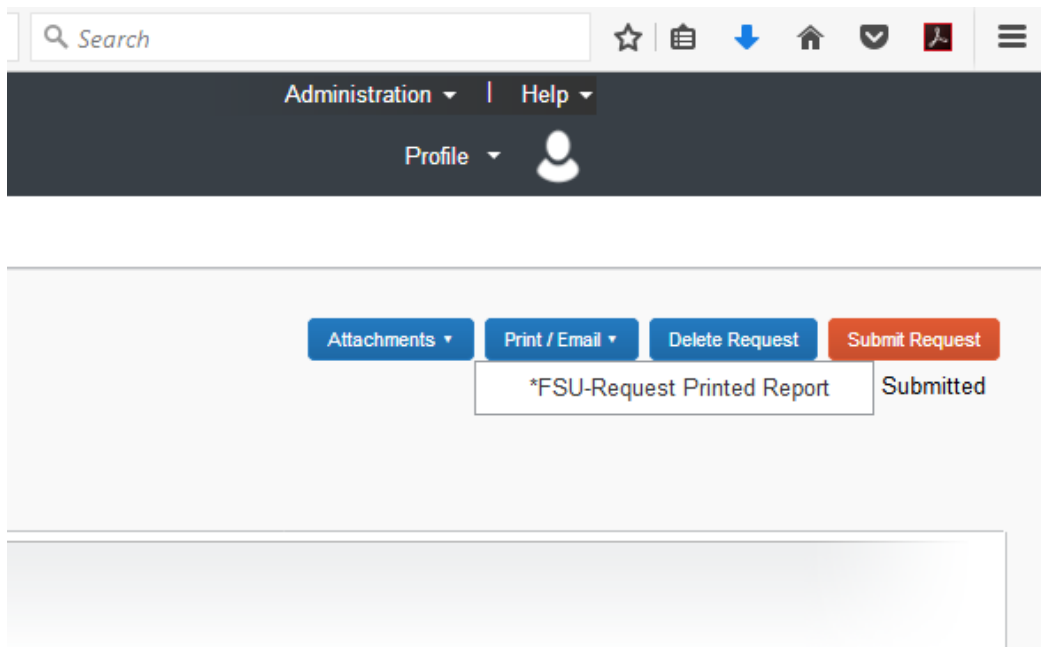


Printing Reports

Purpose: From time to time, a printed or .pdf copy of a report may be necessary. Users can print or save a .pdf copy of Travel Requests and Expense Reports when needed.

Travel Request

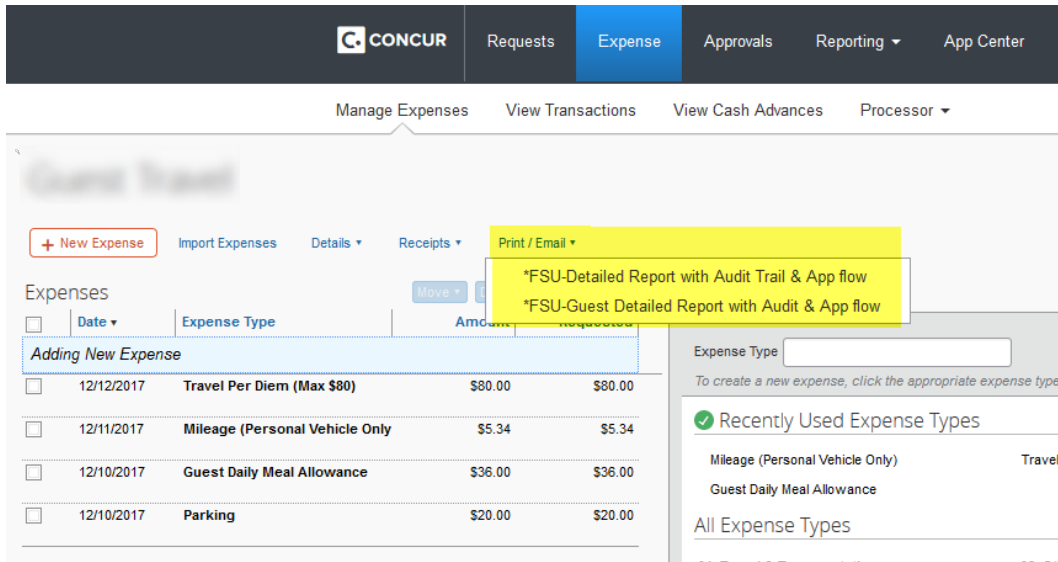
1. Click **Print/Email** and select **FSU-Request Printed Report**.
2. Choose whether to print, save a .pdf or email.





Expense Report

To preview and print the expense report:



1. On the expense report page, click Print / Email
2. Click **FSU – Detailed Report with Audit Trail & App flow** for Employee expense reports or **FSU-Guest Detailed Report with Audit & App flow** for Guest reports.
3. The Concur system generates a report that includes all report-level information as well as a summary of the report.
4. Choose whether to print, save a .pdf or email.