

COPY AN EXPENSE

Updated May 14, 2018

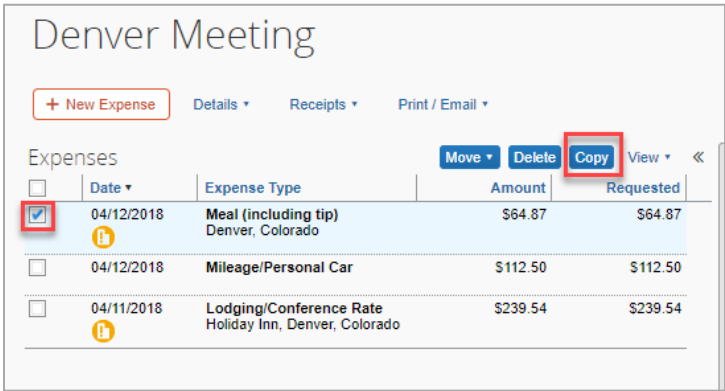
TRAVEL APPLICATION

Expense

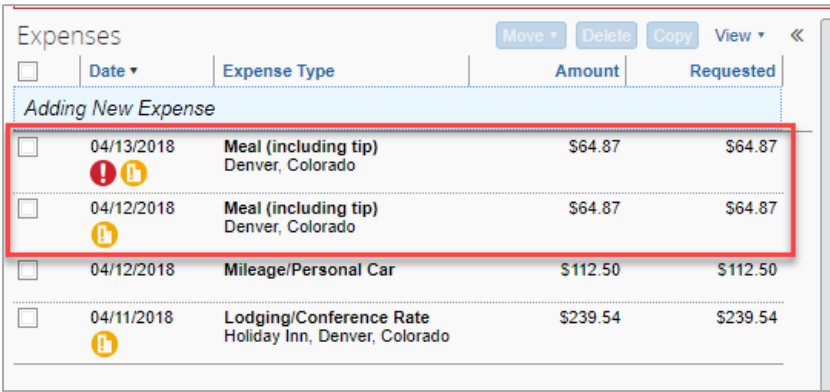
PROCEDURE

Use the copy feature in Concur expense to quickly enter expenses. This feature is especially useful for recurring out-of-pocket business expenses. When copying an expense, Concur copies all of the expense’s details and adds one day to the transaction date.

1. To copy an expense, select the expense to be copied, and then click copy.



The new expense is created. Notice that the expense type and amount are copied to the new line item, and that the date of the transaction is one day after the original expense.



2. To edit a copied expense, select the expense in the expenses list, and make any necessary changes in the expense pane that then opens on the right-side of the page, and then click save.