Travel expense reports must be attached to an approved travel request. If the expense report contains an error icon with the action shown on the screenshot below, a correction needs to be made before the report can be submitted.

HELPFUL HINTS

- Travelers or delegates should always create a travel expense report from the approved travel request.

PROCEDURE

If an expense report was created from the expense tab, it must be attached to the approved travel request. From within the expense report, click on Details and select Report Header from the dropdown menu.
At the bottom of the Report Header, click on Add.

Select the available request associated with the expense report and click on Add.

On the Request Header, check the box next to the request name and click on Save.