

## HELPFUL HINT

- Additional receipts can be submitted from the same approved travel request if the current date has not exceeded the 60-day reimbursement deadline from the last date of travel.
- When creating a new expense report to submit additional receipt(s), select the existing itinerary that was created with the original expense report. *A new itinerary cannot be created.*

## PROCEDURE

If an expense report has been submitted and approved by the financial approver, yet additional reimbursable receipts have been discovered, the traveler can submit another expense report from the approved travel request.

From the requests tab, locate the approved request and click on the Expense link at the right.

The screenshot shows the SAP Concur interface for managing requests. The 'Requests' tab is active, and a table lists one active request. The 'Expense' link in the 'Action' column is highlighted with a red box and a red arrow pointing to it.

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved ...	Remaining...	Action
denver aaaa	4FXL	Approved	02/18/2019 02/19/2019	01/15/2019	\$650.00	\$650.00	\$550.00	Expense

It is recommended to note this is a second expense report from an approved travel request. Within the *Report Header*, add information in the Comments To/From Approvers/Processor field.

The screenshot shows the 'Create a New Expense Report' form. The 'Report Header' section is visible, and the 'Comments To/From Approvers/Processors' field is highlighted with a red box. The comment text is: 'Second expense report for this trip - a parking receipt was just found.'

Reason/Business Purpose: aaaa

Comments To/From Approvers/Processors: Second expense report for this trip - a parking receipt was just found.

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
denver	4FXL	No	\$650.00	\$650.00	\$550.00

Click on Next. When applicable (lodging or meals receipts), click on Yes in the Travel Allowances pop-up box.

Travel Allowances ✕

? Expense reports containing meals or lodging require a daily Itinerary be created. Select 'Yes' if this expense report includes meals or lodging and you are ready to create an itinerary now. Select 'No' if meals or lodging will not be included on this report OR you wish to skip this step (and will access the itinerary screen at a later time).

When the Travel Allowances for Report pop-up appears, click on Available Itineraries. *Do not create a new itinerary.*

Travel Allowances For Report: denver ✕

Itinerary Info

Itinerary Name: 
 Selection:

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City:

Date:  Time:

Arrival City:

Date:  Time:

Select the available itinerary at the bottom and click on . Click on .

Travel Allowances For Report: denver ✕

Assigned Itineraries

<input type="checkbox"/>	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found					

Available Itineraries

<input type="checkbox"/>	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: denver					
<input type="checkbox"/>	Omaha, Nebraska	02/18/2019 06:00 AM	Denver, Colorado	02/18/2019 07:00 AM	DENVER COUNTY, US-CO, US
<input style="border: 2px solid red;" type="checkbox"/>	Denver, Colorado	03/19/2019 07:00 PM	Omaha, Nebraska	03/19/2019 09:00 PM	DOUGLAS COUNTY, US-NE, US

Continue to complete the expense report.