

An expense report or the audit trail for the corresponding report can be saved as a PDF, emailed, or printed. The approval status of the expense report is displayed on the page. Note: if the total file size (for all receipt images) exceeds 25 MB, the PDF option will not be able to load the receipts and an error will display on the last page of the PDF.

Open the expense report and click on **Print / Email**. Select either *Travel & Expense Detail Report* or *Audit Trail-Expense Report*. A pop-up box will appear with options to save as a PDF, email or print. Note: receipt images will be included when selecting the *PDF* or *Email* options.

**i** Tip: if only the Audit Trail details are preferred, un-check the checkbox beside "Show Expenses" and the list of expenses will be removed. The *Show Itemizations* checkbox has no display impact on this report.

Show Expenses  Show Itemizations

Available actions:

- If PDF is selected, user will be prompted to open or save the document.
- If print is selected, a pop-up displays a list of available print devices.
- If email is selected, enter the email recipient(s), a comment, and click send. This action will be added to the Audit Trail (tab) and show who took this action, on what date/time and the exact email address it was sent.

**i** Tip: For multiple recipients separate each email address with a semi-colon (;) or comma (,).

Example of the Travel & Expense Detail Report:

Show Expenses  Show Itemizations **PDF** **Email** **Print** **Close**

Expense Report  
 Report Name : Seattle, WA - SAP  
 Report ID : 322582913BCC46F7BCE7  
 Request ID : 3AX4  
 \*Purpose : Business Trip  
 Amount Approved : \$440.00  
 Approval Status : Approved & Pending A/P Audit Review

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Traveler  
 User Name : Test, CTraveler2  
 Email Address : ctraveler2@nebraska.edu

Example of Audit Trail – Expense Report:

Show Expenses  Show Itemizations **PDF** **Email** **Print** **Close**

Audit Trail - Expense Report  
 Report ID : 322582913BCC46F7BCE7  
 First Submit Date : 12/04/2018  
 Report Name : Seattle, WA - SAP  
 Report/Trip Business Start Date : 11/19/2018  
 Report/Trip Business End Date : 11/22/2018  
 Request ID : 3AX4  
 User Name : Test, CTraveler2  
 Employee ID : ctraveler2  
 Email Address : ctraveler2@nebraska.edu  
 Approval Status : Approved & Pending A/P Audit Review

Approval Flow	
Action	Approver
1 Financial Approval	Test, FA1 Approver
2 A/P Audit	

Audit Trail Details

Date/Time	Updated By	Action	Description
12/04/2018 10:52 AM	System, Concur	Field Edit	The field "ReceiptImageAvail" was changed from "Y" to "N"
12/04/2018 10:52 AM	Test, CTraveler2	Confirmation Agreement Acceptance	*UNEB-Expense - User Electronic Agreement