

Concur Linking an Expense Report to a Request

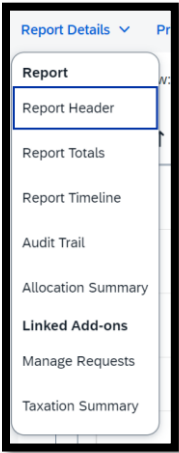
Sometimes, the expense report and request in Concur does not link up and the traveler is unable to process the expense report.

This occurs when there is an error message “create from an approved request”

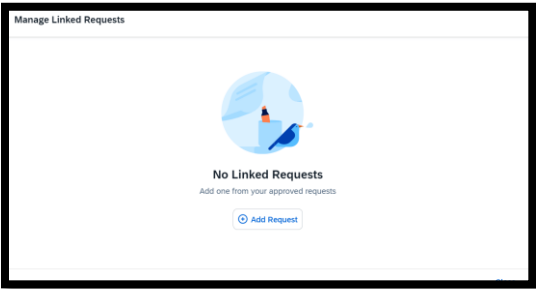
When this happens, while in Concur- go into your Expense Report-



Click on “Manage Requests” from “Report Details”



This will bring up an option to “Add Request”.



This will bring up all available requests to add to the report. Once your faculty member adds the request, they will be able to submit their report.

Available Requests (1)							
Request Name↓↑	Request ID↓↑	Start Date↓↑	End Date↓↑	Cancelled↓↑	Request Total↓↑	Approved↓↑	Rei
Puerto Rico Summer 2025 Research	64V7	06/23/2025	07/22/2025	No	\$5,200.00	\$5,200.00	\$5, <div>Add</div>