

## Convert an Approved Request to an Expense Report

Once your request for estimated expenses has been approved and you are ready to submit the actual expenses for reimbursement, you can convert the approved request to an expense report.

### 1. Go to Approved Request

- When you are ready to submit your actual expenses for reimbursement, find your approved request.
- Log in to Concur.
- On the home page, click *Requests* in the top menu bar.
- View the list of your *Active Requests* to locate the approved request.

### 2. Convert Approved Request to an Expense Report

Once you locate your approved request, in the *Action* column click *Expense* to convert it to an expense report (Figure 1).

The screenshot shows the SAP Concur interface for 'Active Requests'. At the top, there are navigation tabs for 'Requests', 'Expense', and 'Administration'. Below the tabs, there are buttons for 'Manage Requests', 'New Request', and 'Quick Search'. The main content area is titled 'Active Requests (1)' and contains a search bar with 'Request Name' and 'Begins With' dropdowns, and a 'Go' button. Below the search bar is a table with the following columns: Request Name, Request ID, Status, Request Dates, Date Submitted, Total, Approved a..., Remaining..., and Action. The table contains one row with the following data: Request Name: 'Buffalo Conference - Baggage Fees conference for new housing software', Request ID: '3HMC', Status: 'Approved', Request Dates: '07/18/2019', Date Submitted: '07/30/2019', Total: '\$80.00', Approved a...: '\$60.00', Remaining...: '\$80.00', and Action: 'Expense' (circled in red). A comment is visible below the row: 'Comment: Approved reimbursement for conference - Concur Expense Report key 38695, but forgot to include baggage fees in that request.'

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
Buffalo Conference - Baggage Fees conference for new housing software	3HMC	Approved	07/18/2019	07/30/2019	\$80.00	\$60.00	\$80.00	Expense

Figure 1

### 3. Complete Expense Report Header

- You will be redirected to the *Create a New Expense Report* screen.
- Some fields on the report header will be prepopulated with information from your approved request.
- Since your request was for estimated expenses, be sure to review all fields in red and make any updates for the actual expenses (Figure 2).
- For more information, refer to the tip sheet *Complete the Expense Report Header*.

SAP Concur Requests **Expense** Administration Help

Manage Expenses

### Create a New Expense Report

Report Header

Report Name: StarRez Conference- Baggage | Report Type: | Funding Account Source: State | Report Purpose: Conference Attendee | Business Purpose: User conference for new housing software | UB Affiliation: Staff

Start Date: 07/18/2019 | End Date: 07/18/2019

Approver: (272623) KODIA WONGE | Funding Source: State | Entity: (2461) Campus Living Techno | Account: (8709060300) OPERATIONS | Start Time: | End Time: |

Comment: | Starting Address: | Expense Destination Address: | Expense Destination State: | Expense Destination Zip: |

Route Code

Requests

<input type="checkbox"/> Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/> StarRez Conference- Baggage	3HMC	No	\$60.00	\$60.00	\$60.00

Next >> Cancel

Figure 2

- When finished, click *Next*.
- In the pop-up window asking *Is this a travel reimbursement?* (Figure 3):
  - Click *No* for non-travel reimbursements.
  - Click *Yes* for travel or mileage reimbursements.

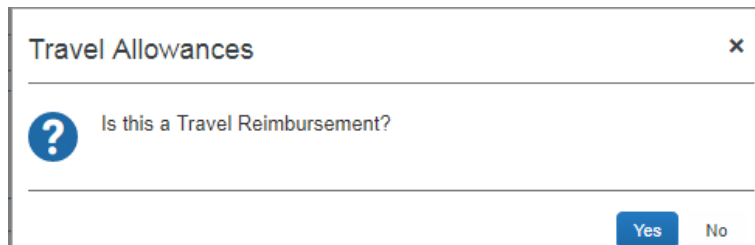


Figure 3

#### 4. Continue Creating Expense Report

- Continue creating a travel or non-travel expense report.
  - You will need to add your expenses and attach your receipts and supporting documentation.
  - For more information, refer to the tip sheet *Create a New Expense Report*.

For travel and expense system support, email [ubs-travel-expense-support@buffalo.edu](mailto:ubs-travel-expense-support@buffalo.edu)