Linking Travel Request

These instructions will include how to link a Travel Request to a Travel Expense Report.

Click on any of the link below to skip ahead to that section.

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Page 1

Table of Contents:

> 💡 If you need assistance with logging into Concur, please go to [Logging into Concur.](#)

Linking Online Travel Request with existing Expense Report

> ℹ️ With these simple steps, you will be able to link your Travel Request with your existing Expense report. Be sure to select the appropriate Travel Request when linking to your Expense Report.

> ℹ️ You may link more than one travel request to a corresponding expense report. For example, when linking an amended request to your expense report, please make sure to link both the original request and the amended request.
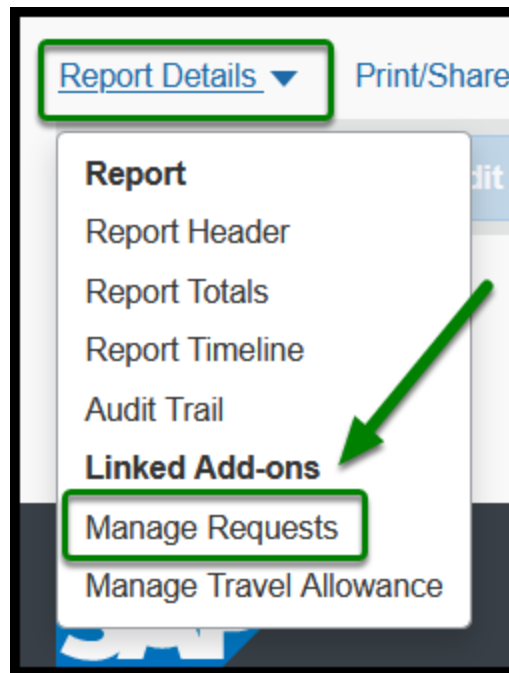
Step 1: Begin by clicking on **Expense**.
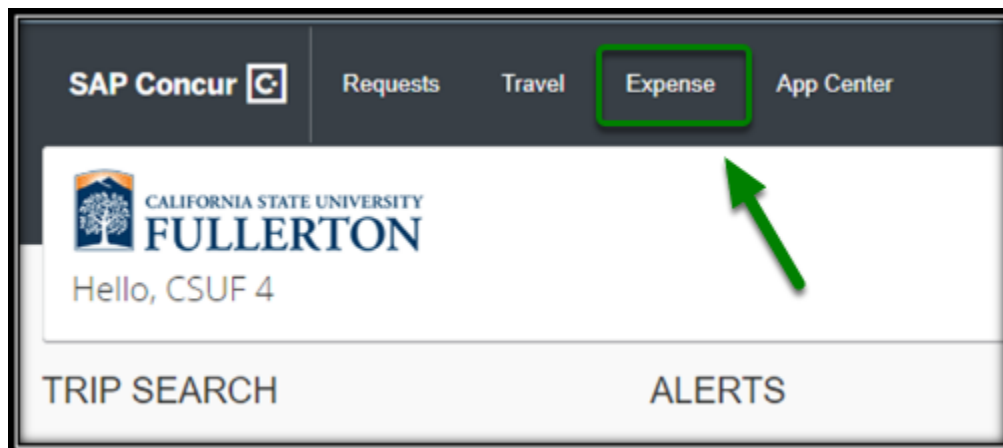
Step 2: Click on the appropriate Expense Report. For example, we will select the Expense Report "**JUL 2018 Las Vegas, NV**."
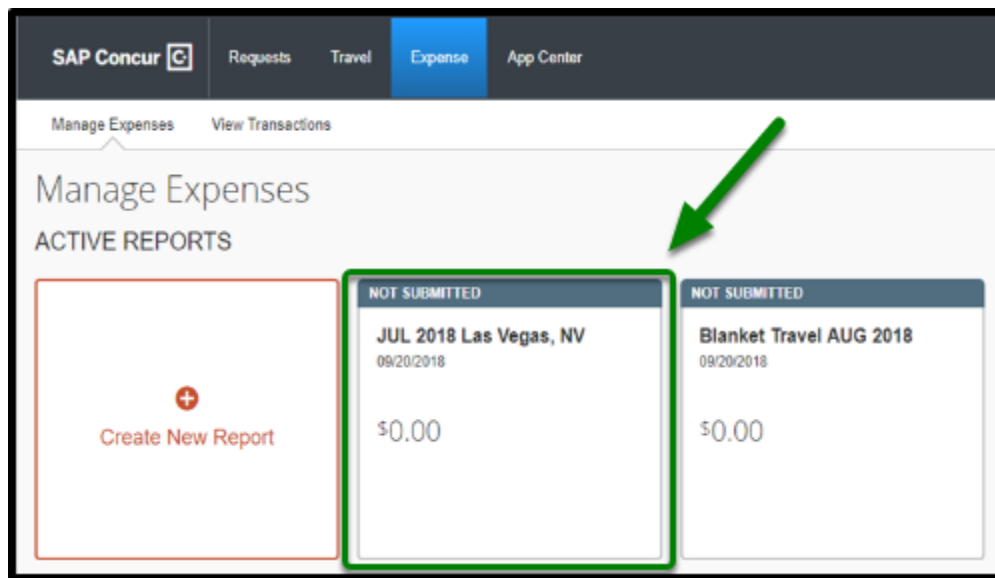
Step 3: Your screen will refresh. Once you are on this page, head to **Report Details**.

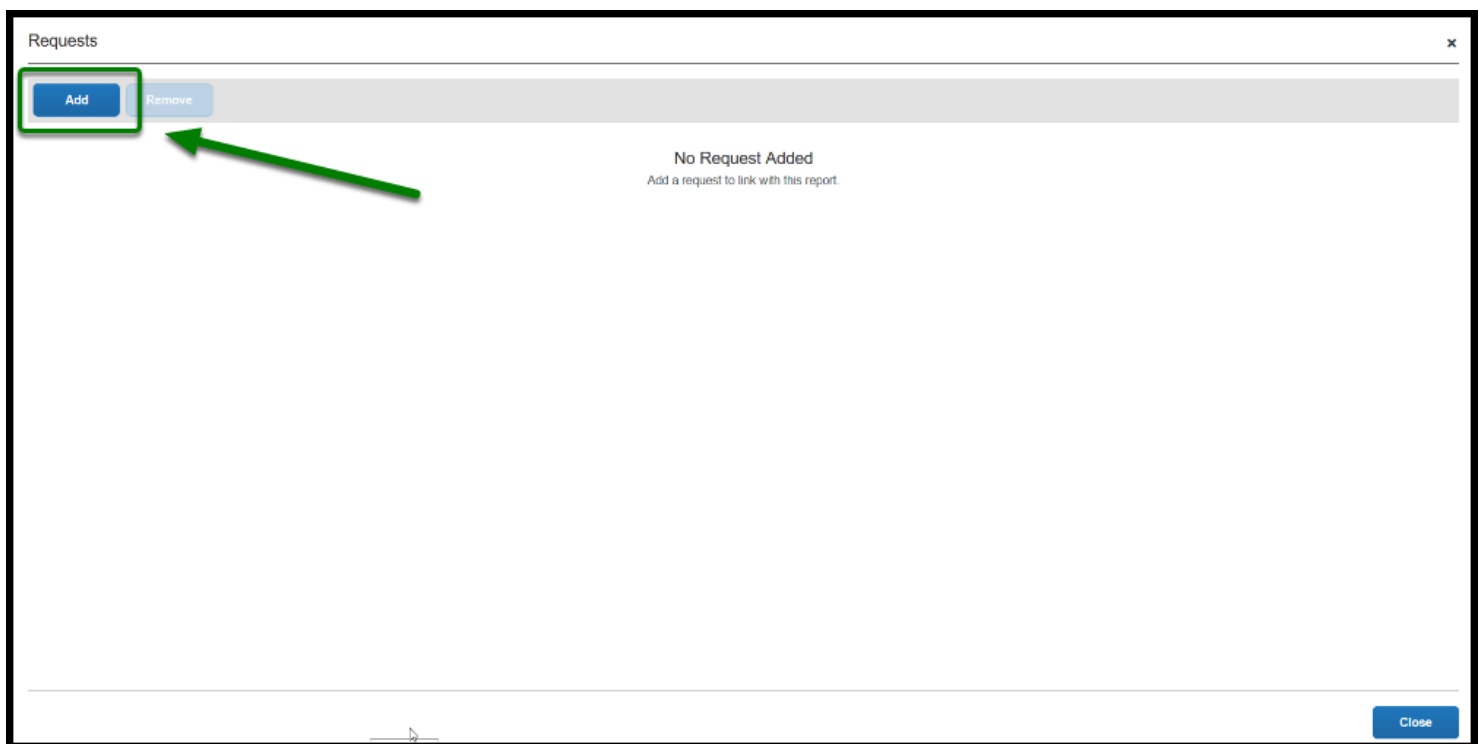After you click on **Report Details**, select **Manage Requests**.

Step 4: After you have selected the **Manage Requests**, this pop-up will emerge.

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Page 4

Step 5: We will need to add a Travel Request that we had made previously, in order to create a link with our Expense Report.

Begin by clicking **Add**.

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Page 5

Step 6: From there, a pop-up will emerge and you will need to select the appropriate Travel Request that you would want to link. For this example, we will be linking the Nov, 2019 Washington, DC Requests.

Once you have checked the box, click **Add To Report** on the lower right-hand corner.

Step 7: Once you have clicked **Add To Report**, you will be directed back to this pop-up and will notice that the Request that we had chosen had been added.

From here, all you need to do is click **Close**.

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Page 6

Step 8: After you have clicked **Close,** you are then free to add any expenses that you have.

[back to top](#)

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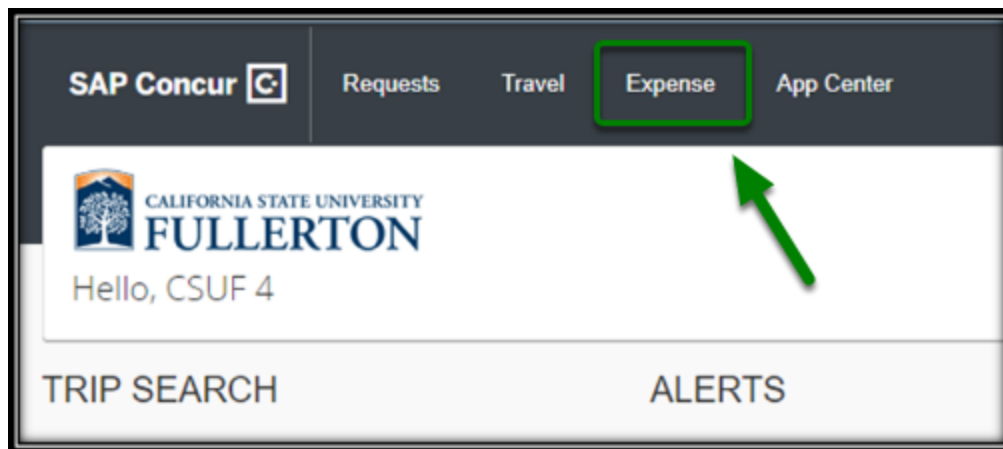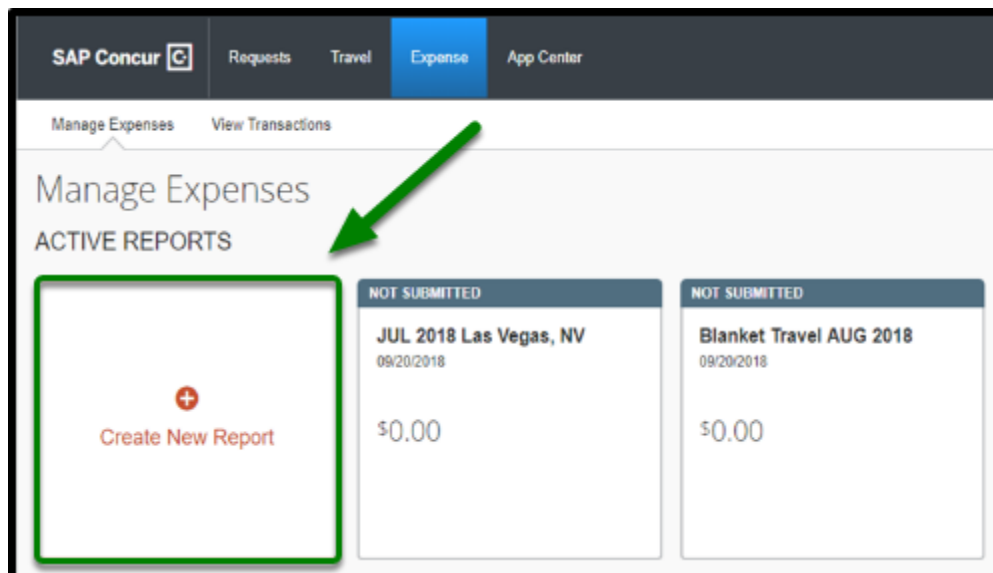
Page 7

Linking Online Travel Request with a New Report

> ℹ️ By following these simple steps, you will be able to create a new Expense Report and link an existing Travel Request to that new report. By doing so, some of the information from your trip will auto-populate, making it easier to submit your Expense Report.

Step 1: Begin by clicking on **Expense**.

Step 2: Click on the appropriate Expense Report. For this example, we will be selecting **Create New Report**.

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Page 8

Step 3: Your screen will refresh. Once you are on this page, you will notice that you are prompted to fill out your Expense Report as you normally would.

Step 8: Once you have confirmed that all the information was inputted correctly click on **Create Report.**

💡 Refer to Linking Online Travel Request with existing Expense Report Instructions on how to link a travel request to an expense report.
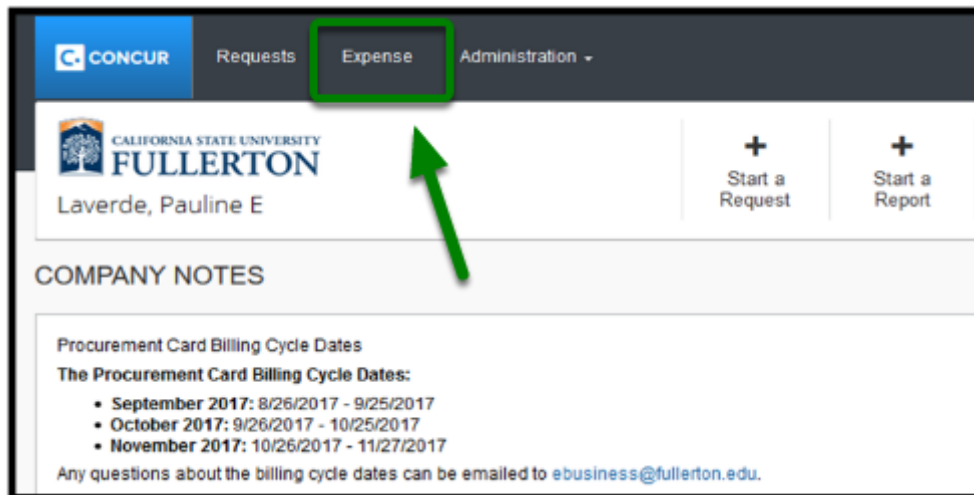
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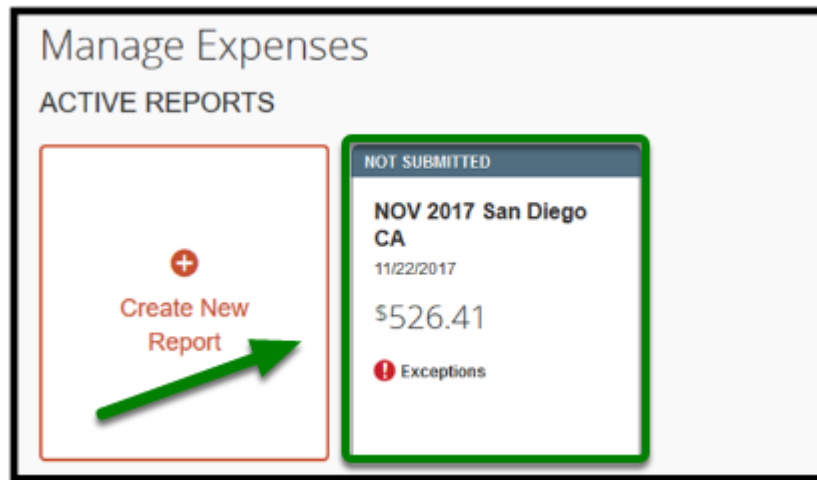
Page 9

Linking Paper Travel Request

ℹ️ If your Travel Request was done on paper and you are now processing the Travel Expense through Concur, please follow the following steps.

💡 Keep your TR# at hand as you will need to provide it within your Expense Report.

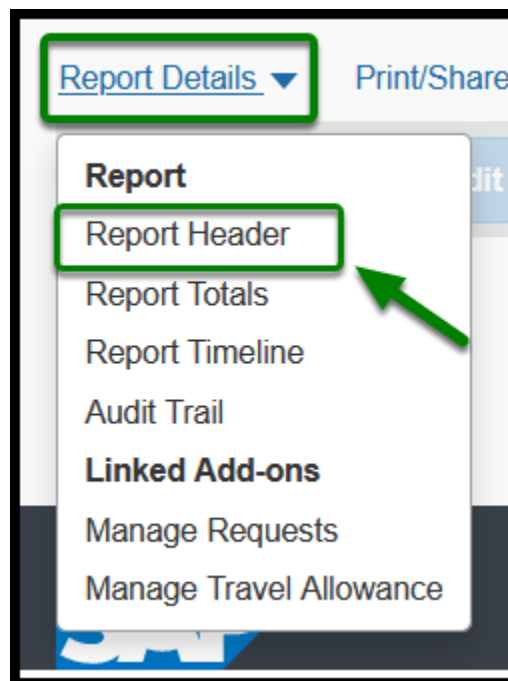**Step 1:** Start by clicking on **Expense**.

Step 2: Next, select the report you need to link a Travel Request to.

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Page 10

Step 3: From there, select **Report Details** and **Report Header**.

Step 4: Once the Report Header has appeared, add the original TR# into the **Comments** field of the report header.
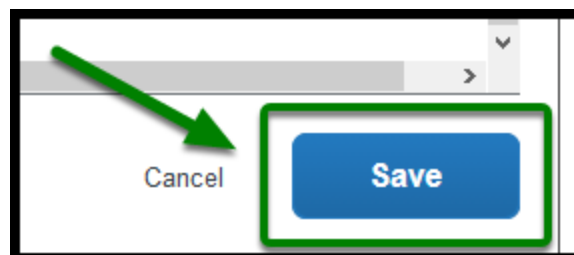
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Page 11
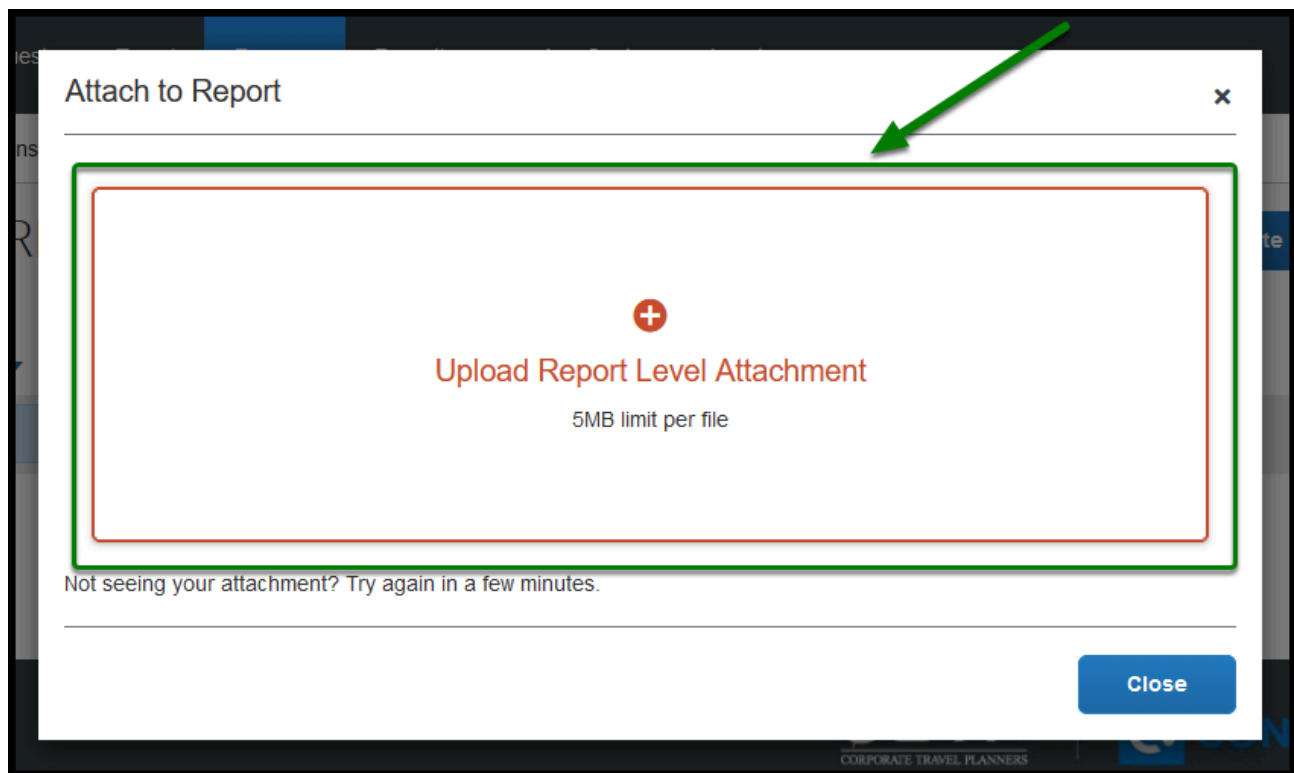
Step 5: After you add the TR#, press **Save** in the lower right-hand corner.

Step 6: Next, to attach the Travel Request, select **Manage Receipts** and **Manage Attachments.**
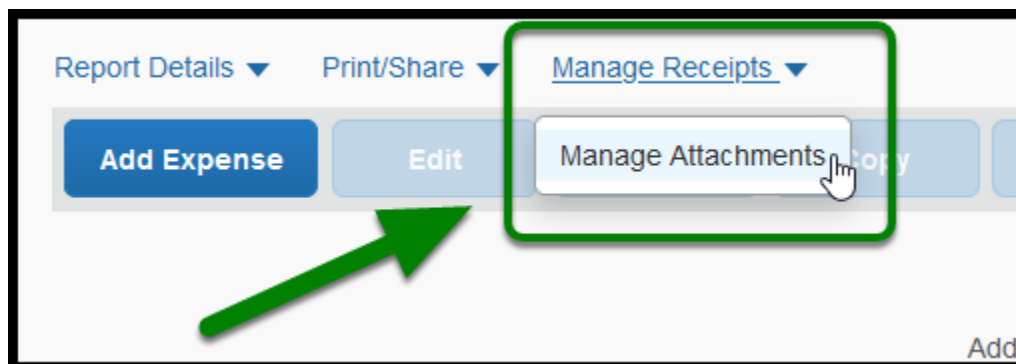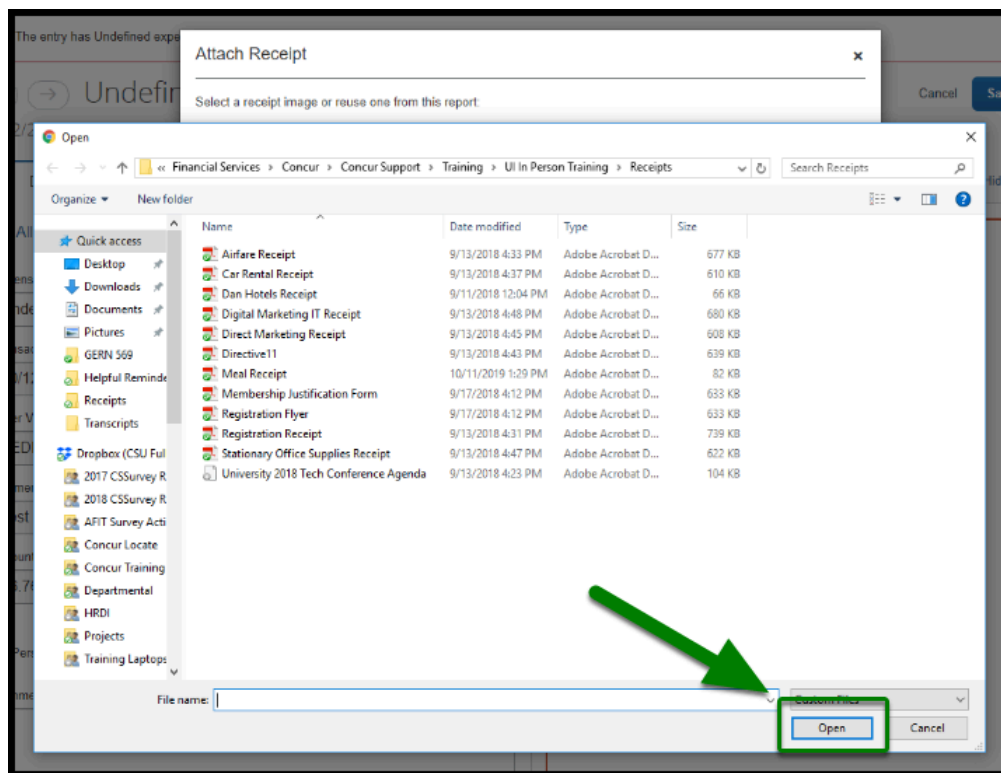

Step 7: Select **Upload Report Level Attachment** to attach the document from your computer.

Step 8: A pop-up will show and you will need to locate the Travel Request documentation that you saved on your computer.

Once you have found the Travel Request documentation, select it and select **Open.**

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Page 13

Step 9: Your screen will refresh and you will see your travel request is attached.

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Page 14

Need more help?

ℹ   Contact Concur Support at concur@fullerton.edu or at 657-278-3600.

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Page 15