How to Add a Request to an Expense Report

This problem begins when you fail to click the blue expense link beside the request to begin your expense report. Sometimes, the failure to do this is because there is no blue expense link on that page. This happens as a result of your answer to the “How will you be booking your travel?” question on the request. Please see the information in the document “How will you be booking your travel” for tips on how to avoid this problem.

If you have just begun the process to create an expense report when you realize you need to add your travel request to it, it is easier to delete the expense report and start again using the blue expense link. This will avoid doing a lot of duplicate entry on the header screens.

If you are further into the process before you realize the expense report is not linked to a request, do the following:

- If you do not have an approved travel request, create one and have it approved.
- If your approved travel request does not have a blue expense link beside it, open the document called “How Will You be Booking Your Travel” and follow the instructions in the troubleshooting section to fix your request.
- Once you have an approved request with the blue expense link:
  - Open your expense report.
  - Go to Details>Report Header.
  - In report header, scroll to the bottom to the requests tab. Click Add. Your available requests appear.
- Select the request you want to attach. Click Add.
- You will then see the request has been attached to the header. Be sure to click Save.