

To Copy a report that hasn't been submitted, from the View Reports link check mark the box next to the report and click the Copy Report button to the right.

My Concur Travel Expense Reporting Administration Profile

View Reports New Expense Report View Receipt Store Approve Reports Process Reports

Expense Report List

Active Reports

View Create & Edit Import

<input type="checkbox"/>	Report Name	Comments	Status	Payment Status	Report Date	Total	Requested A...
<input checked="" type="checkbox"/>	A_Test_Personal_Mileage Audit Rule containing Trans Calc		Not Submitted	Not Paid	06/05/2014	\$112.00	\$112.00
	This report has one or more entry level exceptions.						
<input type="checkbox"/>	Misc Acct Check Misc Acct Check		Not Submitted	Not Paid	03/21/2014	\$23.00	\$23.00
	This report has one or more entry level exceptions.						
<input type="checkbox"/>	a a		Not Submitted	Not Paid	11/12/2013	\$225.00	\$225.00
	This report has one or more entry level exceptions.						

Delete Report Copy Report

When this box appears, change the report name if desired (as expenses should be the same, there should be no reason to change the dates)

Copy Report

The selected report with appropriate expense entries will be copied.

Existing Report:
We have provided a default name. Change the name if desired.

Report Name: Copy of A_Test_Personal_Mileage

Earliest Date of Expense Entries on Source Report: 06/01/2014

New Report:
You can change the start date of the expense entries on the new report.
If you provide a date below, the earliest expense entry on the new report will be given that date and dates for all other expense entries will be adjusted based on that. Otherwise, each expense entry will be given the original expense entry date plus one day.

Starting Date for Expense Entries on New Report:

OK Cancel

When the new report is made, the system will take you right into it.

Copying a report will NOT copy over receipts or Amex charges. To import Amex charges, delete the OLD report, this will free up the American Express charges making them available to import into the new report. Receipts will need to be re-attached.

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View | Create & Edit | Import

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<input type="checkbox"/>	A_Test_Personal_Mileage Audit Rule containing Trans Calc		Not Submitted	Not Paid	06/05/2014	\$112.00	\$112.00
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<input type="checkbox"/>	Copy of A_Test_Personal_Mileage Audit Rule containing Trans Calc	Created copy of original report	Not Submitted	Not Paid	06/01/2014	\$112.00	\$112.00
<input type="checkbox"/>		This report has one or more entry level exceptions.					
<input type="checkbox"/>	Misc Acct Check Misc Acct Check		Not Submitted	Not Paid	03/21/2014	\$23.00	\$23.00
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