

SAP Concur

PROCUREMENT SERVICES DIVISION



End-USER Training

How to Link an Approved
Travel Request to the Expense
Report

The purpose of this job aid is to show how to link an approved travel request to the expense report.

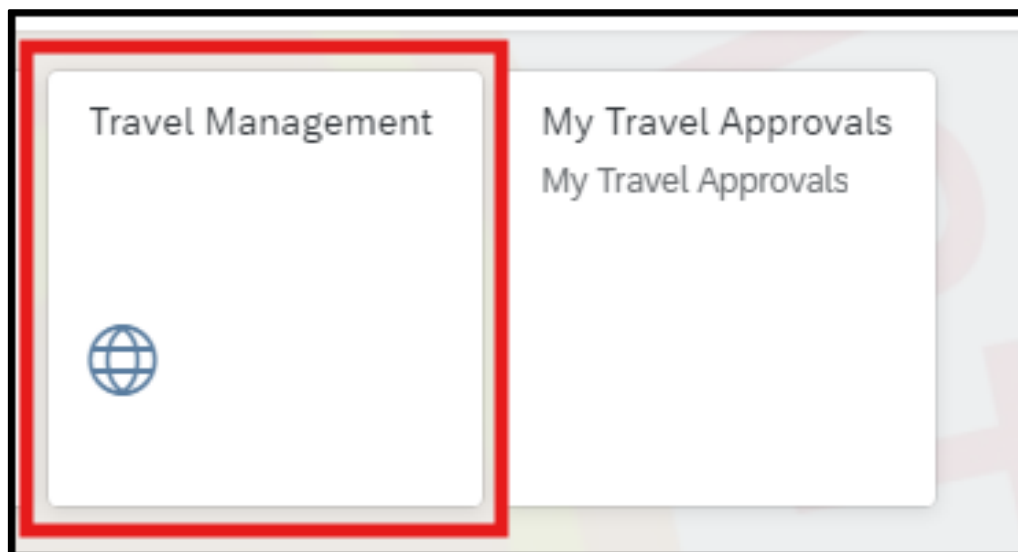
1

To access Concur Travel, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



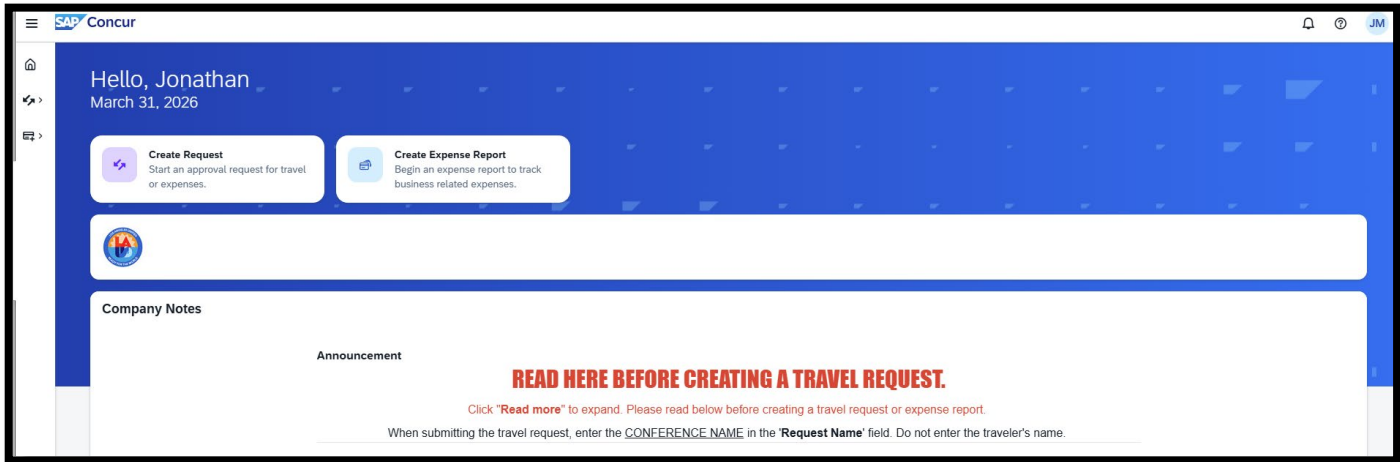
2

Click on the **Travel Management** tile.



3

You will be directed to the Concur Travel home page. Display may look different depending on your view settings.



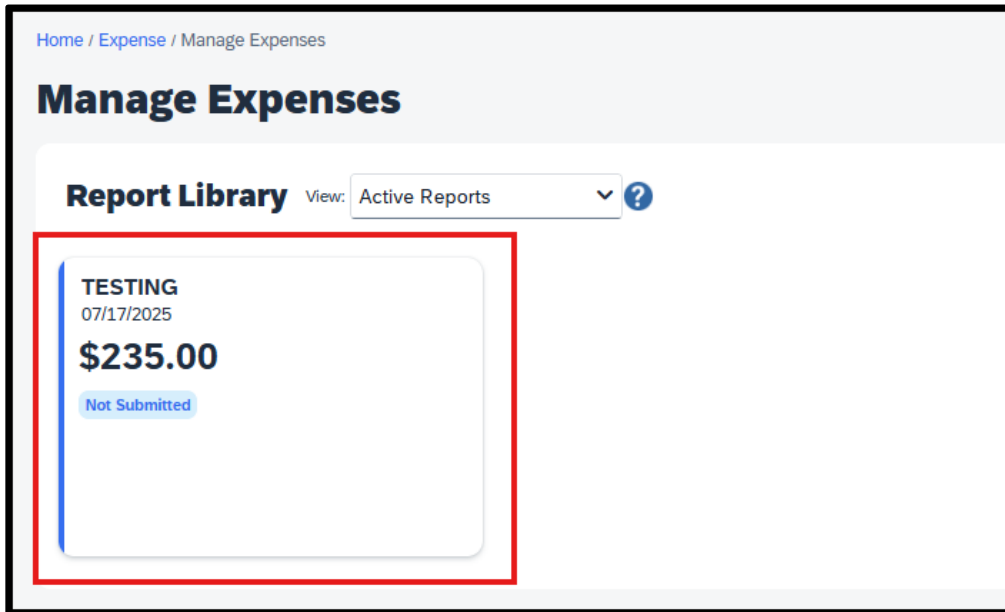
4

To find your **Travel Expense Reports** select the **Credit Card icon** & select **Manage Expenses**.



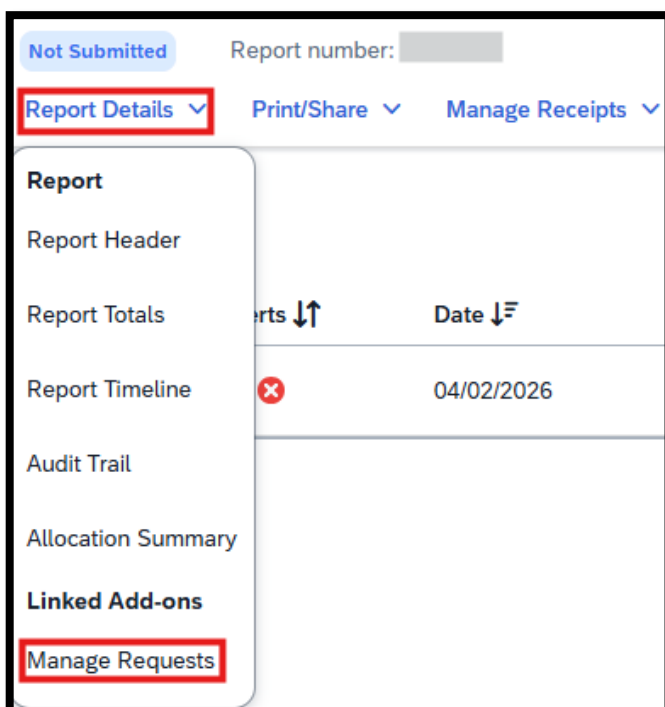
5

Click on the tile of the **expense report** you want to edit.



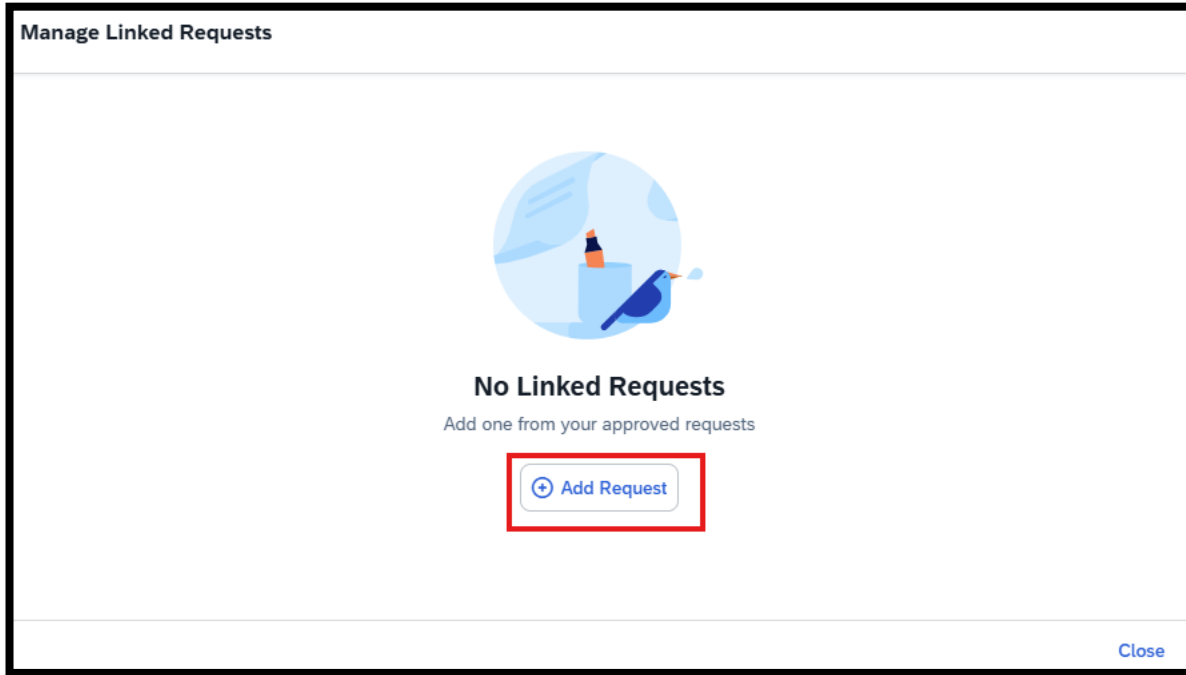
6

Click **Report Details** → **Manage Requests**.



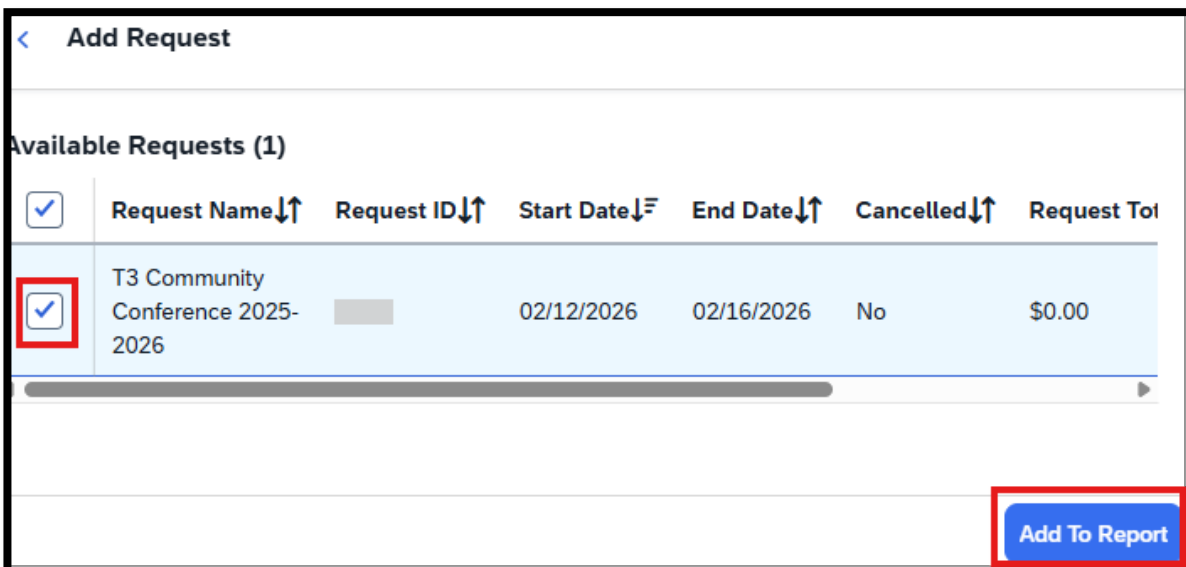
7

Click **Add Request**.



8

Select the **request** then click **Add To Report**.



9

Click **Update**.

Update Other Items?

Linking a request will modify the following fields:

- Purpose
- Travel Destination
- Start Date
- End Date
- Trip Activity Type
- Commitment Document Number

Do you want to also update your expenses, itemizations, and allocations in this report with the same changes?

Update Do Not Update

10

Click **Close**.

Manage Linked Requests

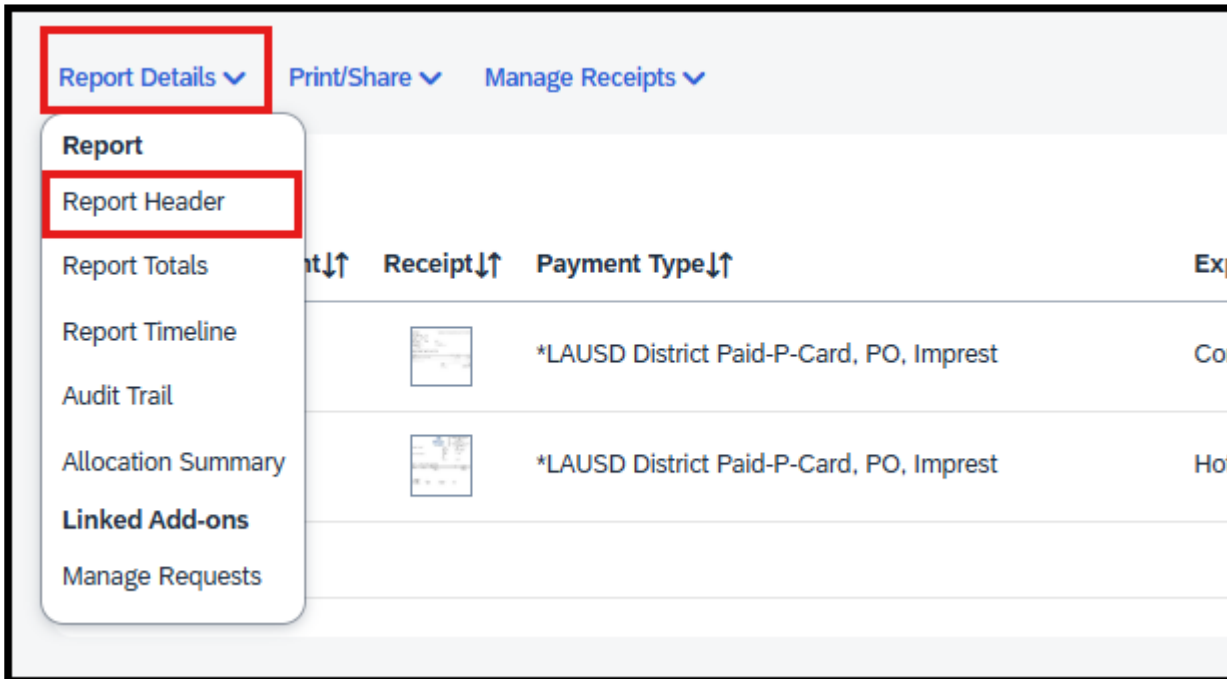
Linked Requests (1)

Request Name↓↑	Request ID↓↑	Cancelled↓↑	Request Total↓↑	Approved↓↑	Remaining↓↑
Access DC/CGCS		No	\$900.00	\$900.00	\$70.30

Close

11

Click **Report Details** → **Report Header**.



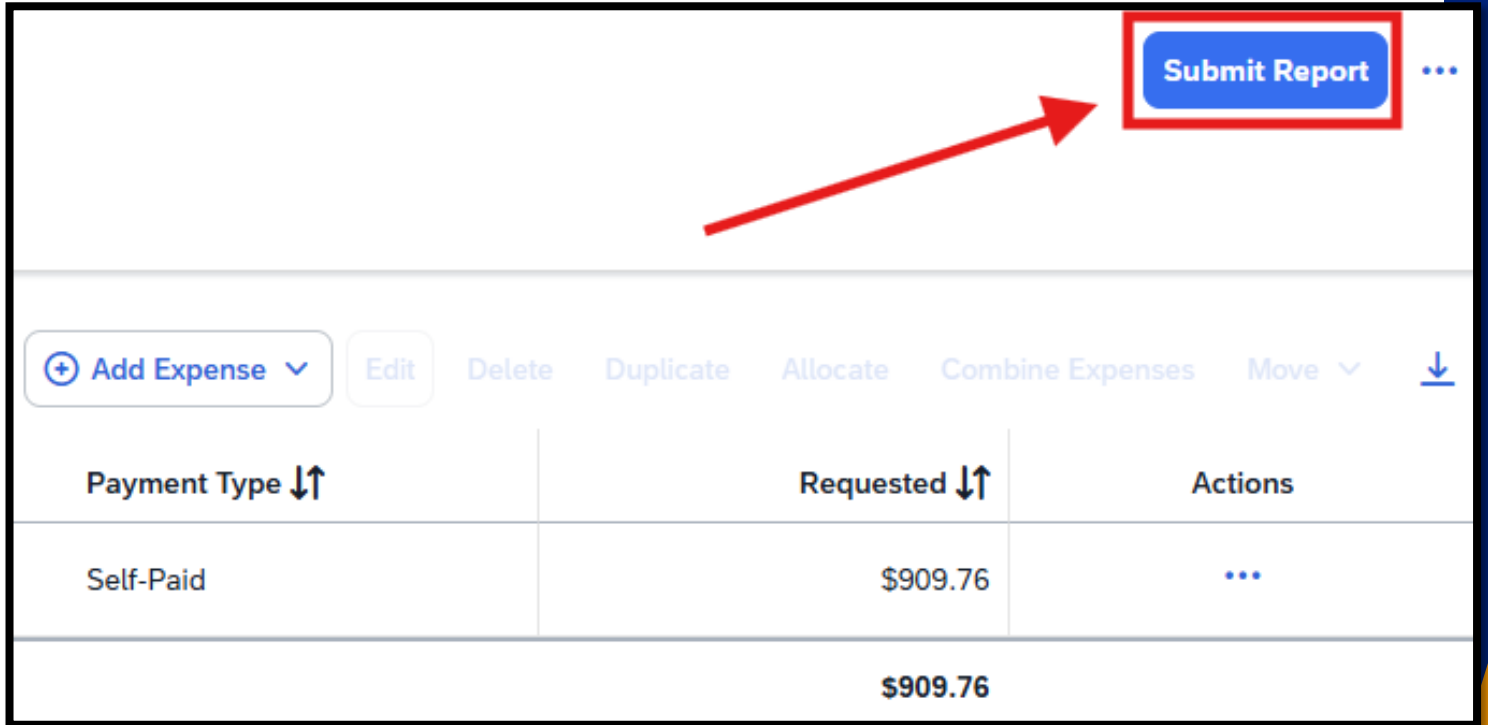
12

Go to the section ***"Select 'Yes' if a Request was not submitted/approved in Concur"***. Change this answer to **No**. Click **Save**.

Select "Yes" if a Request was not submitted/approved in Concur. * ?

No v X

Resubmit the report when ready by clicking **Submit Report**.



The screenshot shows a user interface for managing expenses. At the top right, there is a blue button labeled "Submit Report" which is highlighted with a red rectangular box. A red arrow points from the center of the page towards this button. Below the button is a table with the following structure:

Payment Type ↓↑	Requested ↓↑	Actions
Self-Paid	\$909.76	...
		\$909.76

Below the table, there is a summary row showing a total of \$909.76. Above the table, there are several action buttons: "Add Expense" (with a plus icon and a dropdown arrow), "Edit", "Delete", "Duplicate", "Allocate", "Combine Expenses", "Move" (with a dropdown arrow), and a download icon (with a downward arrow).