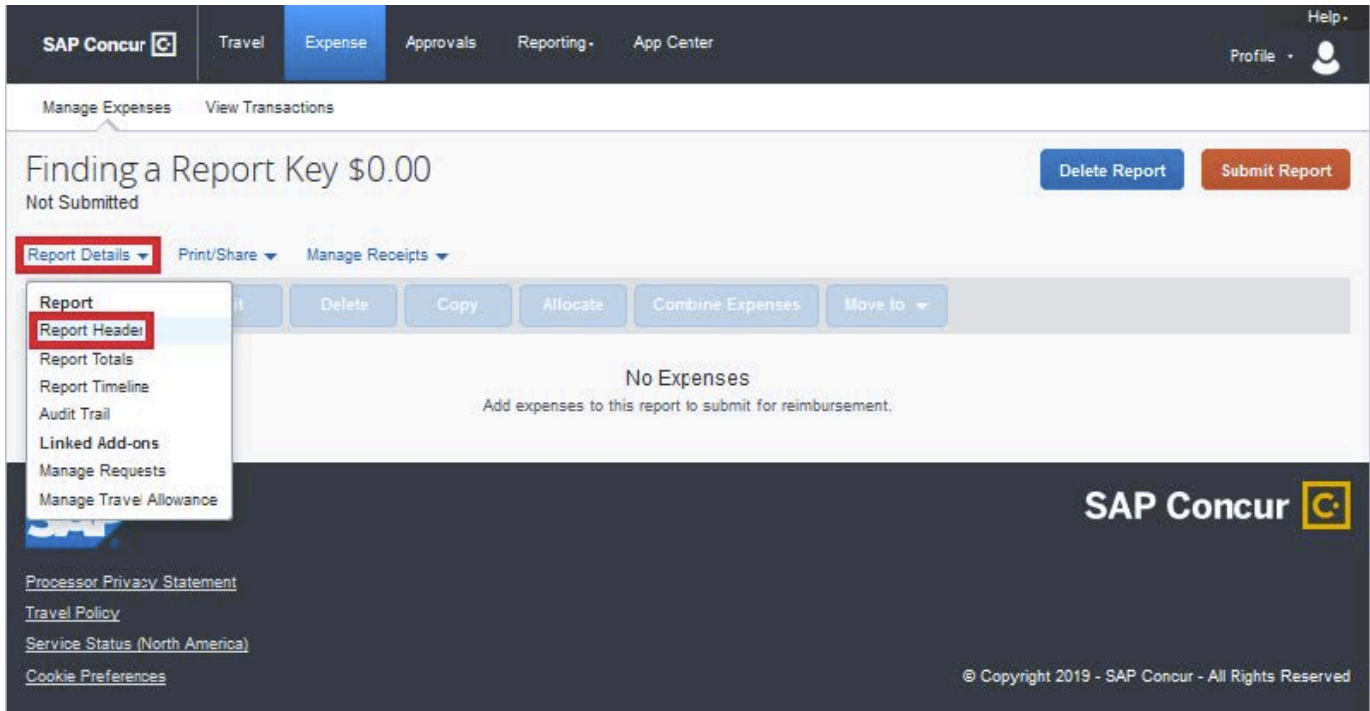


How to Find the Report Key in Your Concur Expense Report

This Quick Reference Guide demonstrates how to find the Report Key in your Concur Expense Report.

The fastest way to ask for assistance with an Active Report, no matter what the status, is to email the Travel Office with the Expense Report Key. To do this, first open the report.



There are two locations within an expense report where the Report Key can be found; the first is in the Report Header.

1	Once you have opened the report, click on the Report Details tab.
2	From the drop down menu, select the first option - Report Header

Report Header x
Finding a Report Key | \$0.00

* Indicates required field

Report Name * Finding a Report Key	Report ID D5C754B91F0244568687	Report Key 223502
Trip Purpose * Other	Travel Classification * Domestic	Start Date * 03/01/2019
End Date * 03/01/2019	Report Currency US, Dollar	Approval Status Not Submitted
Report Total 0.00	Personal Expenses 0.00	Amount Not Approved 0.00
Amount Approved 0.00	Amount Due BU 0.00	Amount Due User 0.00
Amount Due *US Bank 0.00	Total Amount Claimed 0.00	<input type="checkbox"/> Spousal Travel Included?

The Report Key will be located next to the Report ID on the top row.

The second location where the Report Key can be found is within the BU Detailed Report.

Manage Expenses | View Transactions

Finding a Report Key \$0.00 Delete Report | Submit Report
Not Submitted

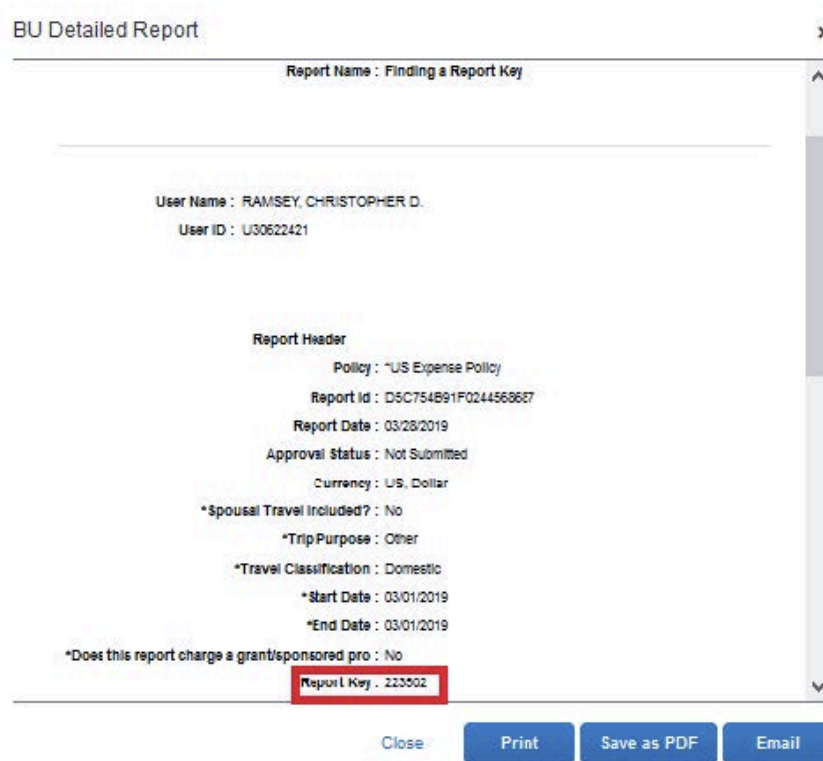
Report Details | **Print/Share** | Manage Receipts

Add Expense | **BU Detailed Report** | | | | |

No Expenses
Add expenses to this report to submit for reimbursement.

1	Once you have opened the report, click on the Print/Share button
2	From the drop down menu, select the first option- BU Detailed Report

The BU Detailed Report will open in a new window



The Report Key will be located in the Report Header section before the expenses begin.