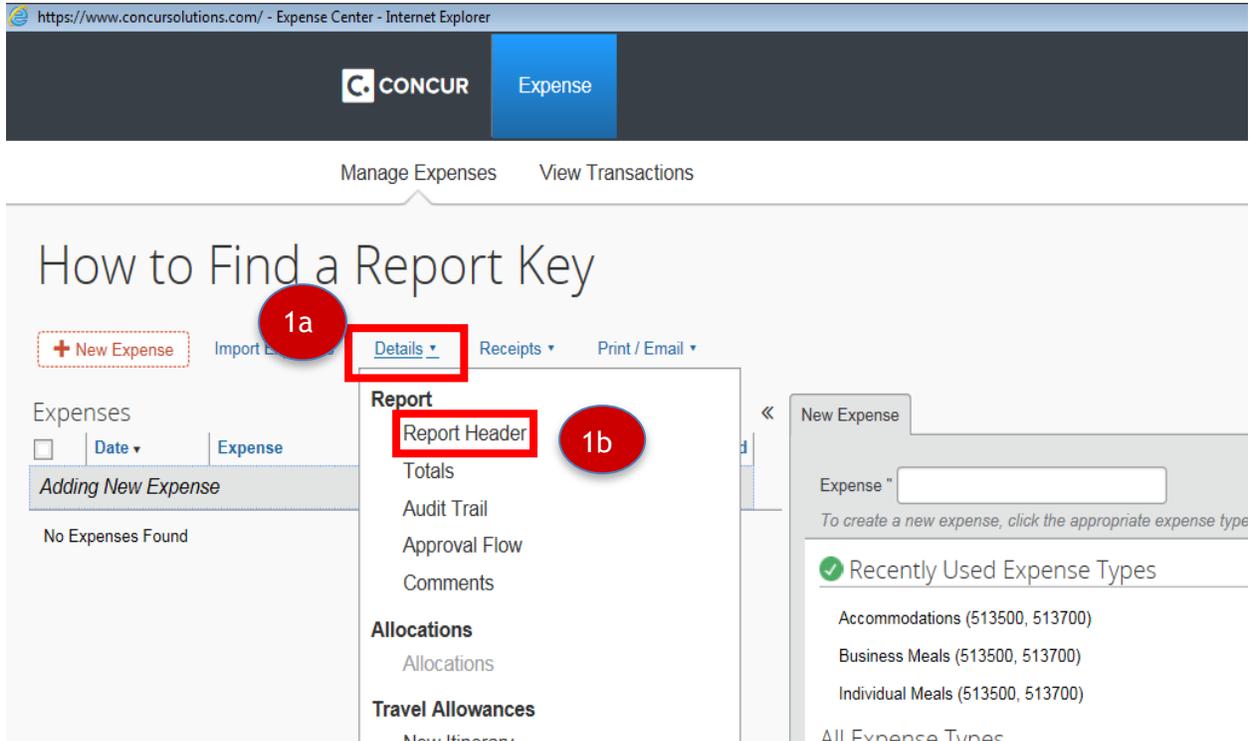


How to Find the Report Key in Your Concur Expense Report

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 Details tab.
1b	From the drop down menu, select the first option- Report Header

Report header for: How to Find a Report Key

Report Name How to Find a Report Key	Report Id 60A116FE7F8B4A8F868E	Report Key 20122	Trip Purpose Business Expense
Travel Classification Domestic	Start Date 08/20/2015	End Date 08/20/2015	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?	Cost Object (1060130000) Travel & Expense I	Does this report charge a grant/sponsored program? No
Traveler Type Staff	Comment	Destination United States	<input type="checkbox"/> Does this trip involve multiple destinations?

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.

https://www.concursolutions.com/ - Expense Center - Internet Explorer

CONCUR Expense

Manage Expenses View Transactions

How to Find a Report Key

[+ New Expense](#) [Import Expenses](#) [Details](#) **1a** [Print / Email](#)

Expenses

[Date](#) [Expense](#) [Amount](#)

1b

- BU Detailed Report
- BU Report - Allocation

Adding New Expense

No Expenses Found

Expense "

To create a new expense, click the appropriate expense type below

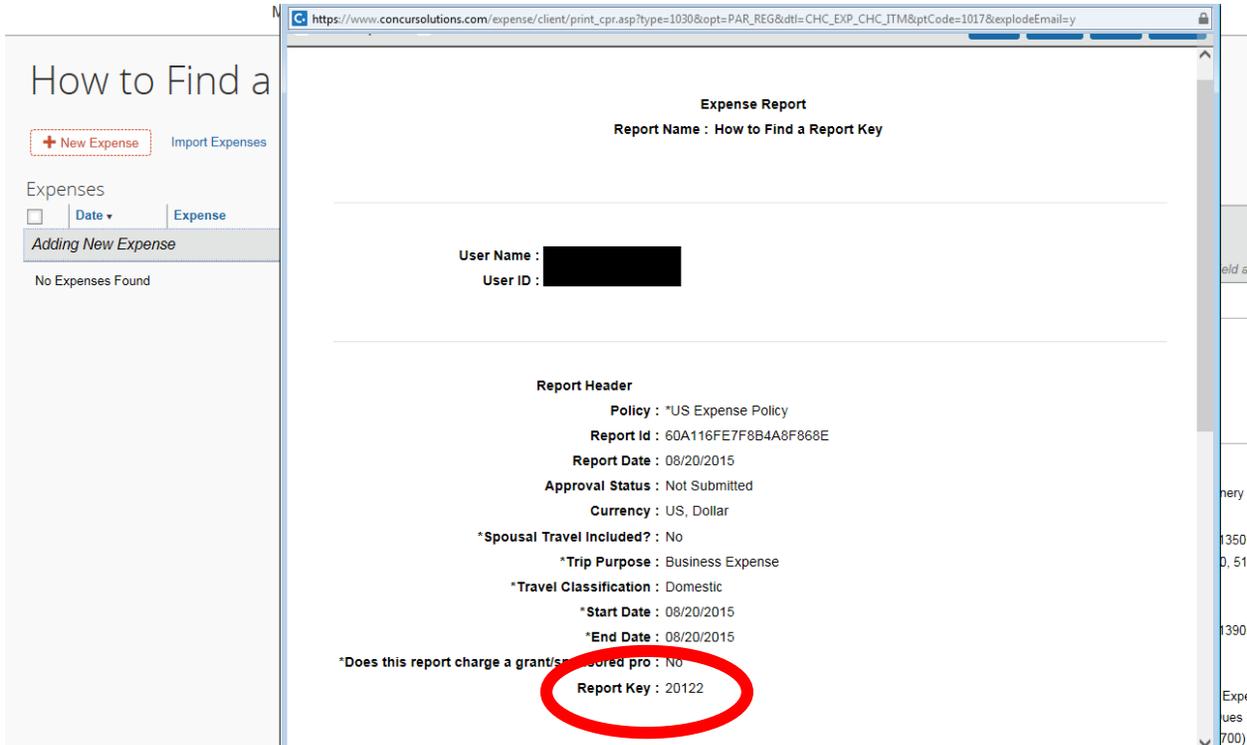
Recently Used Expense Types

- Accommodations (513500, 513700)
- Business Meals (513500, 513700)
- Individual Meals (513500, 513700)

All Expense Types

1	Once you have opened the report, click on the Print/ Email button
1b	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.