

## **EMAILING APPROVED REQUEST**





Select the **Request tab** on the menu bar.

SAP Concur 🖸	Requests	Travel	Expense	Approvals	App Center
Manage Requests	New Request	Quick Search			

Select **Manage Requests**. This will give you a list of all active requests. Find the Request that you need and click on it.

_			Administration 🗸 🔰 Help 🗸	
SAP Concur 🔆 Reques	sts Expense Approvals Reporting - A	App Center	Profile 👻 😞	
Manage Requests Process Re	equests			
Manage Reques	ts			
REQUEST LIBRARY View Active Requests ~				
	APPROVED 10/01/2022	2 APPROVED 09/07/2022	APPROVED 08/01/2022	
+	London, UK - 10/1-10/5/22	▲ Gulf Shores, AL - 9/7- 9/12/22	Charlotte, NC - 8/1-8/5/22	
Create New Request	\$5,742.00	\$1,755.50	\$4,832.00	
	Approved	Approved	Approved	

Once the Request is open, click the **Print/Share** drop-down and select **\*AL-Request Printed Report**.

Manage Requests Process Requests		
Alerts: 1		~
Gulf Shores, AL - 9/7-9/12/22 \$1,755.50	More Actions 🗸	Create Expense Report
Approved   Request ID: 397J Request Details V Print/Share V Attachments V		
REPORTS: 4 AL-Request Printed Report		
Remaining \$1,755.50		



The Request Report will open in a new screen. The report will indicate the Approval Status, Total Approved Amounts for each Expense Type, Approval Flow and Audit Trail notes for the Request. The report can be saved as a PDF, emailed or printed. To email, select the **Email** button. A window will open, allowing you to enter the email address and any comments you wish to add. Once you have entered the necessary information, click the **Send** button.

*AL-Request Printed Repor	t			Ľ	×
	Booking Busines	s Travel			I
Request ID :	397]				I
Minimum Departure Date :	09/07/2022				
Approval Status :					
	List of Request Ex	centions			ł
	List of Request Ex	сериона			
	Message				
This Request includes personal time.					
Employee Name :	BRYANT, LINDSAY S.				
	lindsay.bryant@comptroller.alaba	ma.gov			
Country of Residence :					
*Org Unit 1 - Department :					
*Org Unit 2 - Accounting Group :					
*Org Unit 3 - Accounting Template :	COMPTROLLER				
Sender Name :	BRYANT, LINDSAY S.				
Email Address :	lindsay.bryant@comptroller.alaba	ma.gov			
Country of Residence :	UNITED STATES				
*Org Unit 1 - Department :	FINANCE				
*Org Unit 2 - Accounting Group :	Comptroller.Fiscal Mgmt				
*Org Unit 3 - Accounting Template :	COMPTROLLER				
Start Date :	09/07/2022				Ŧ
		D to to			
	Close	Print	Save as PDF	Email	
				T-	_

*AL-Request Printed Report		×
Send Through Email		
Recipient(s) *		
Comment		
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	Cancel	Send