

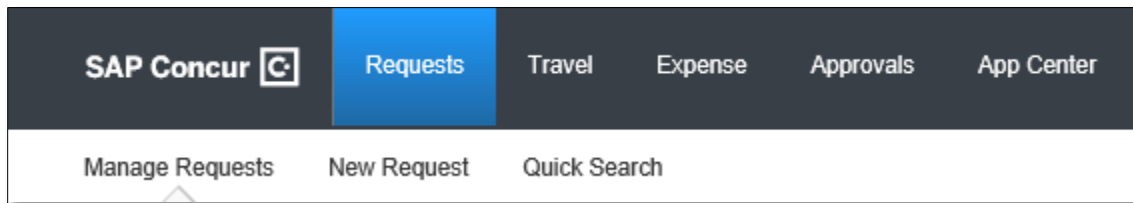
**SAP Concur** 

# EMAILING APPROVED REQUEST

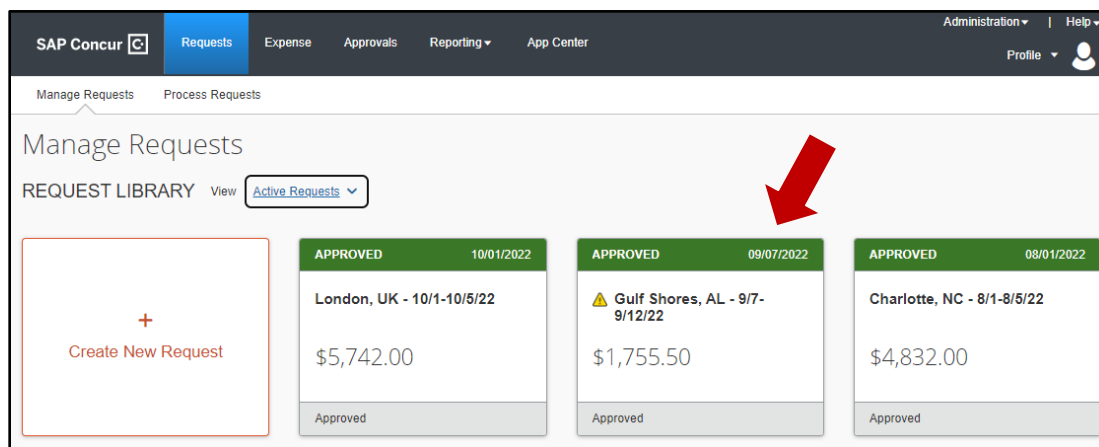




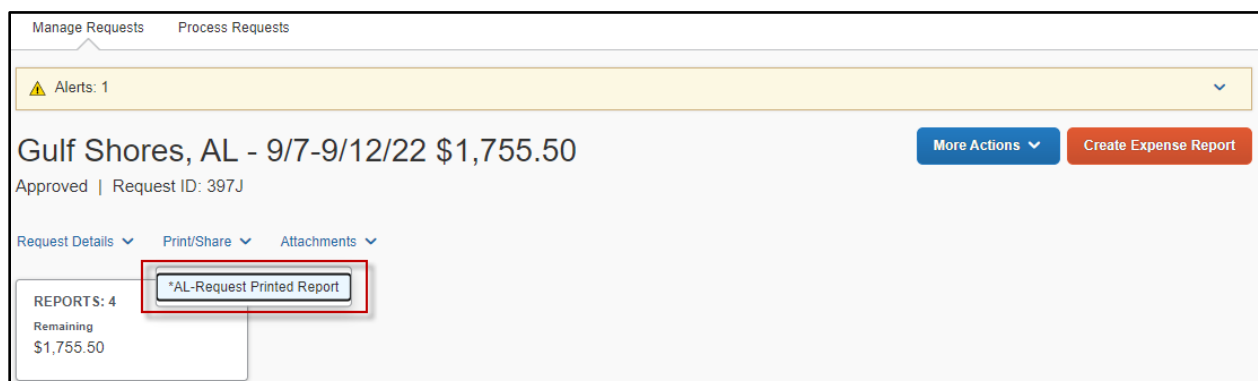
Select the **Request tab** on the menu bar.



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



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





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 Report

**Booking Business Travel**

Request ID : **397J**  
Minimum Departure Date : **09/07/2022**  
Approval Status : **Approved**

**List of Request Exceptions**

**Message**

This Request includes personal time.

Employee Name : **BRYANT, LINDSAY S.**  
Email Address : **lindsay.bryant@comptroller.alabama.gov**  
Country of Residence : **UNITED STATES**  
\*Org Unit 1 - Department : **FINANCE**  
\*Org Unit 2 - Accounting Group : **Comptroller.Fiscal Mgmt**  
\*Org Unit 3 - Accounting Template : **COMPTRROLLER**

Sender Name : **BRYANT, LINDSAY S.**  
Email Address : **lindsay.bryant@comptroller.alabama.gov**  
Country of Residence : **UNITED STATES**  
\*Org Unit 1 - Department : **FINANCE**  
\*Org Unit 2 - Accounting Group : **Comptroller.Fiscal Mgmt**  
\*Org Unit 3 - Accounting Template : **COMPTRROLLER**

Start Date : **09/07/2022**

Close   **Print**   **Save as PDF**   **Email**

\*AL-Request Printed Report

Send Through Email

Recipient(s) \*

Comment

Cancel   **Send**