

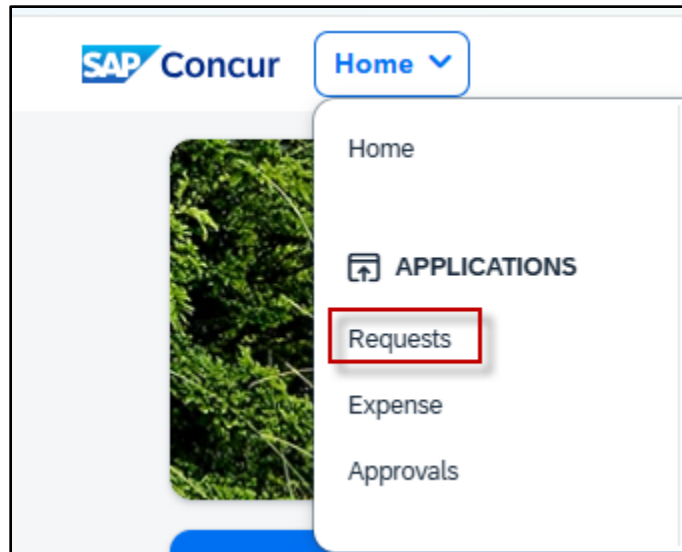
SAP Concur 

EMAILING APPROVED REQUEST





Select **Home>Requests**.



Select **Active 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 *AL-Request Printed 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 : **3CLP**
Minimum Departure Date : **10/08/2024**
Approval Status : **Approved**

Employee Name : **Brown, Nicole A.**
Email Address : **nicole.brown@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 : **COMPROLLER**

Sender Name : **Brown, Nicole A.**
Email Address : **nicole.brown@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 : **COMPROLLER**

Start Date : **10/08/2024**
End Date : **10/10/2024**
Request Policy : ***AL-Out of State**
Purpose : **conference**
Total Posted Amount : **\$1,073.16**

Close Print Save as PDF **Email**

***AL-Request Printed Report**

Send Through Email

Recipients *

Comment

Close **Send**