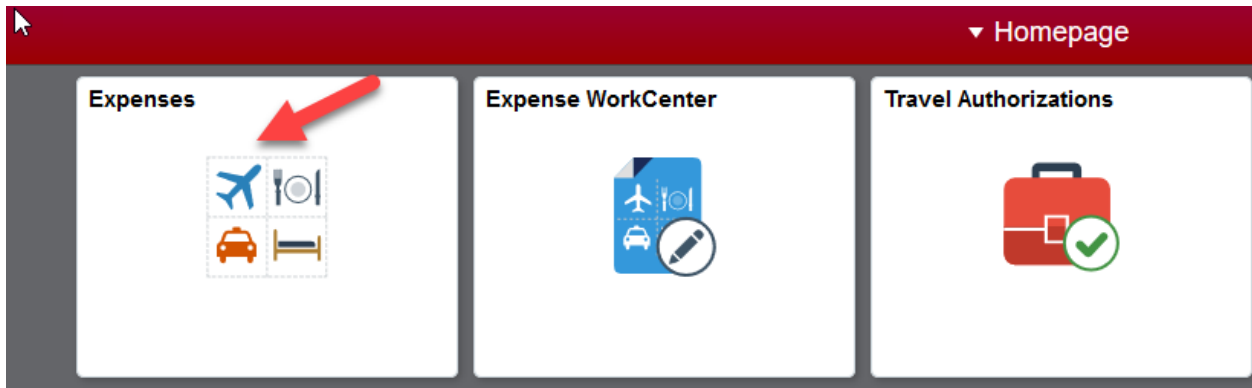
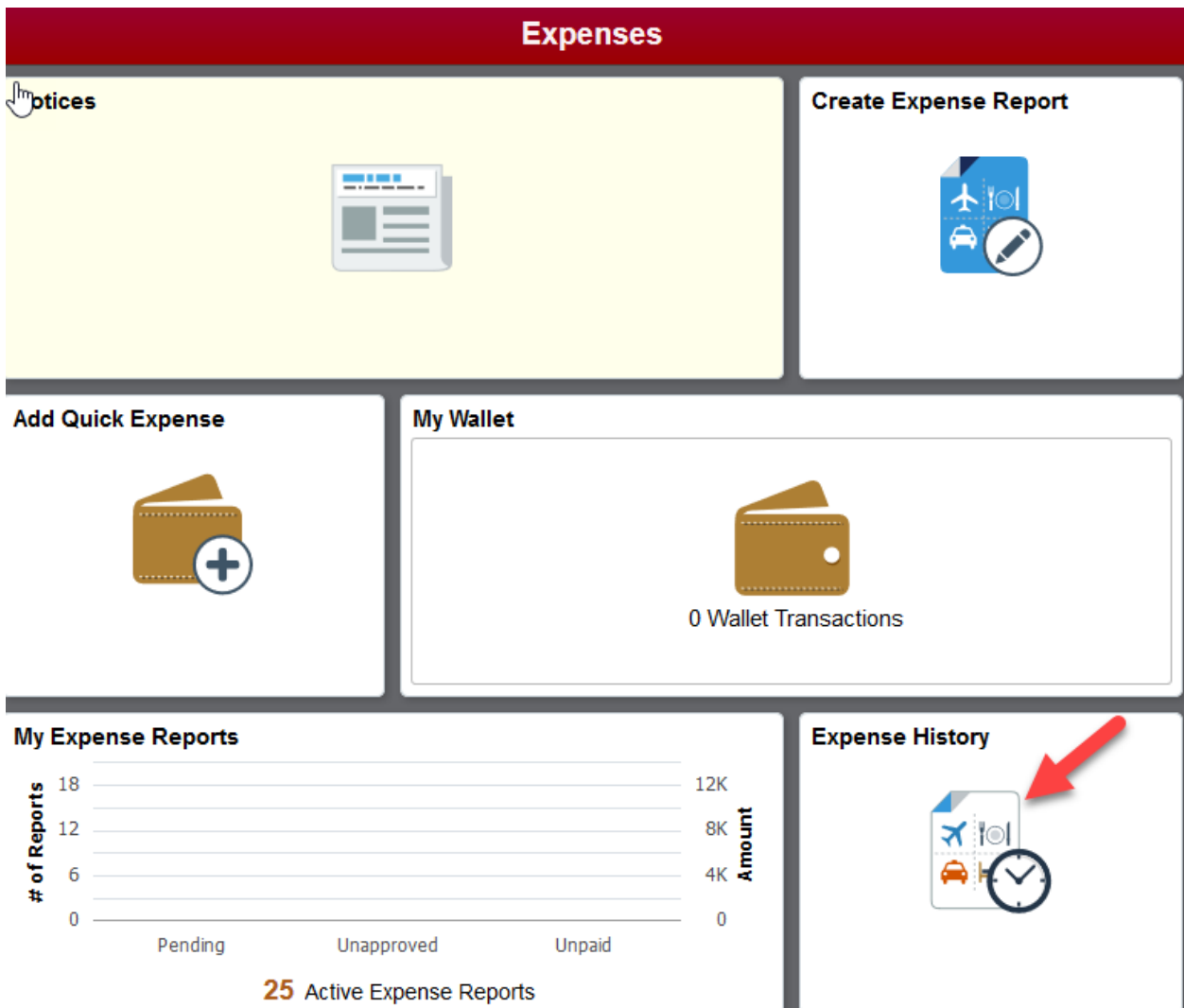


How to copy a closed expense report:

Choose Expenses Tile from Homepage



Choose Expense History tile



Find closed expense report you want to copy and choose Copy to New Report under the Actions dropdown list

The screenshot shows a table titled "Expense Report History". An "Actions" dropdown menu is open over the first row. The menu contains two options: "Copy To New Report" and "Send Notification". A red arrow points to the "Copy To New Report" option. Another red arrow points to the "Status" column of the first row, which contains the value "Closed".

Actions	Business Purpose	Report ID	Status	Updated Date
<input checked="" type="checkbox"/> Send Notification	Professional Development	0000767877	Closed	04/01/2020

This will create a new expense report. You will need to fill in the Justification, date depart, date return, add attachments and any other necessary changes.