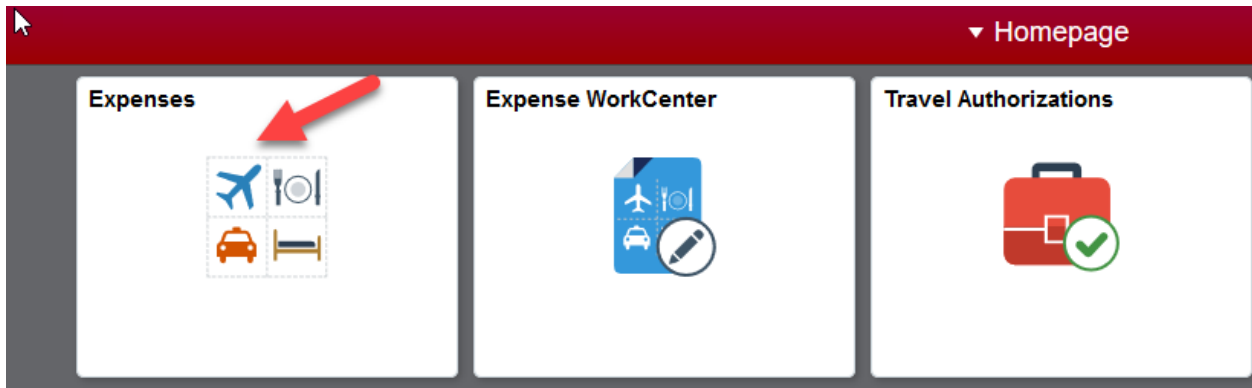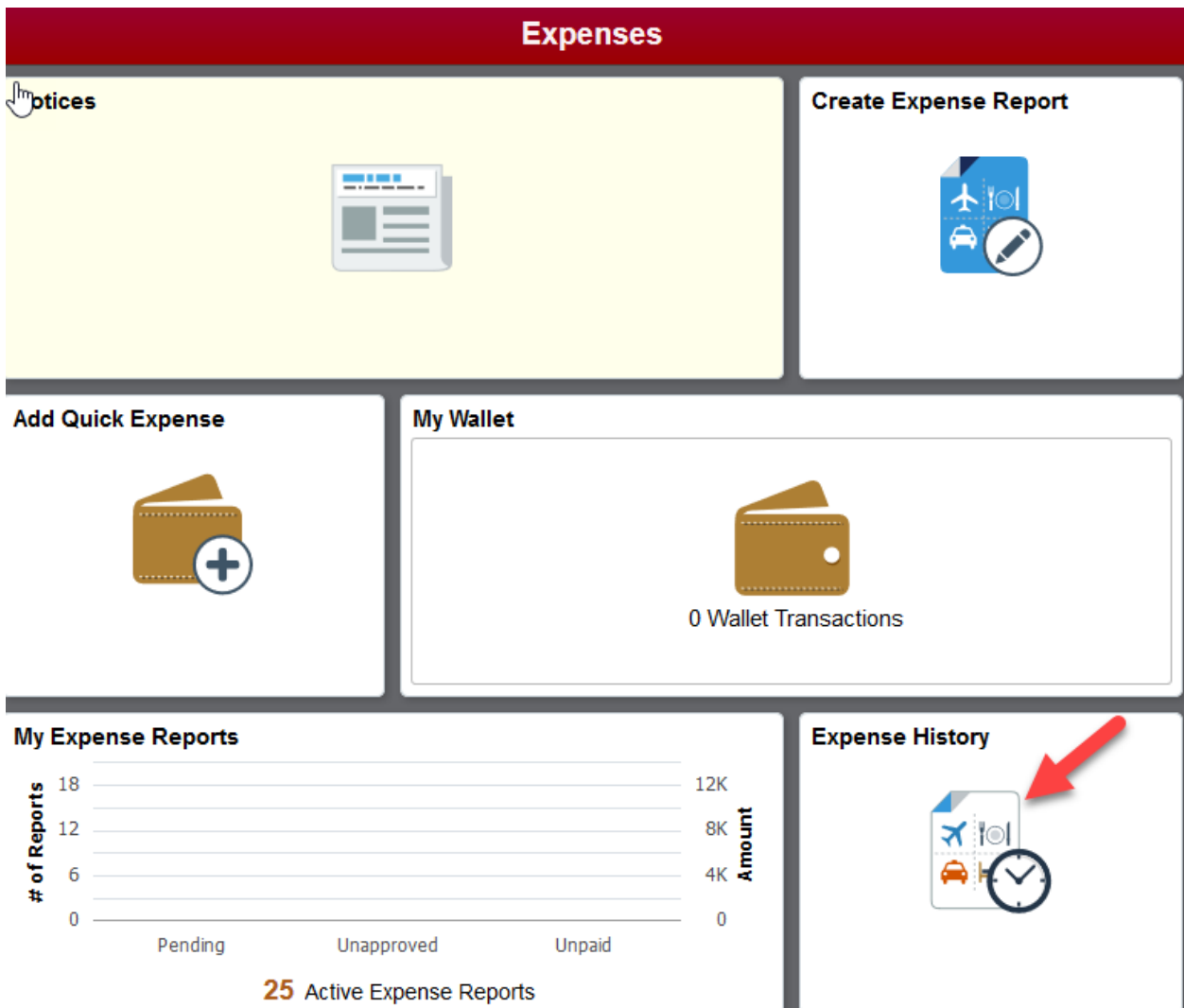# How to copy a closed expense report:

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

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.