Concur Travel and Expense has a number of time saving features. Today we’ll explore the Copy feature for both Requests and Expense reports. Please watch for future time saving tips.

**Copy** allows you to use the same Request or Expense report over and over for a traveler who regularly takes the same trip. Other uses include **Group Travel**. When entering Request for a large group on the Concur host’s profile, consider entering five travelers per request. Using the travelers last name in the Request Name assists the travel office in assigning airfare charges for non-profiled travelers to the correct host’s profile for processing. Enter five travelers on the first Request and use the copy feature to enter the next five travelers, and so on.

### Requests:
You can create one Request and copy it over and over, selecting new dates. You can even save the same anticipated expenses. Go to the top black navigation bar and click on Request. Locate a Request you wish to copy and check the box on the left. The Copy Request button will activate. Click Copy Request:

![Copy Request](image)

#### Active Requests (5)

<table>
<thead>
<tr>
<th>Request Name</th>
<th>Request ID</th>
<th>Status</th>
<th>Request Dates</th>
<th>Date Submitted</th>
<th>Total</th>
<th>Approved...</th>
<th>Remaining...</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portland ABC Mtg 10/1</td>
<td>63PL</td>
<td>Approved</td>
<td>10/01/2019</td>
<td>07/12/2019</td>
<td>$138.00</td>
<td>$138.00</td>
<td>$-13.34</td>
<td>Expenses</td>
</tr>
<tr>
<td>Seattle BCTM 10/15</td>
<td>4YEU</td>
<td>Approved</td>
<td>09/22/2019</td>
<td>06/21/2019</td>
<td>$2,448.00</td>
<td>$2,448.00</td>
<td>$2,448.00</td>
<td>Expense</td>
</tr>
<tr>
<td>&quot;Boulder UC Conf - Aug 16-18&quot; Why am I traveling? What am I doing? How will I be beneficial?&quot;</td>
<td>4CvD</td>
<td>Not Submitted</td>
<td>09/14/2019</td>
<td>06/05/2019</td>
<td>$1,747.00</td>
<td>$0.00</td>
<td>$9.00</td>
<td>Book</td>
</tr>
<tr>
<td>Boulder TMC sample - Aug 16-14 Why am I traveling? What am I doing? How will I be beneficial?&quot;</td>
<td>4CTU</td>
<td>Pending on-site booking</td>
<td>09/10/2019</td>
<td>06/05/2019</td>
<td>$1,797.00</td>
<td>$0.00</td>
<td>$9.00</td>
<td>Expense</td>
</tr>
<tr>
<td>Boulder TMC sample - Aug 16-14 Why am I traveling? What am I doing? How will I be beneficial?&quot;</td>
<td>4CTV</td>
<td>Approved</td>
<td>09/10/2019</td>
<td>06/05/2019</td>
<td>$1,797.00</td>
<td>$1,797.00</td>
<td>$1,797.00</td>
<td>Expense</td>
</tr>
</tbody>
</table>

**** Change the name of the new Request, example: from Portland ABC Mtg 10/1 to Portland ABC Mtg – Nov. 1, select new dates from the calendar widget, keep expenses or uncheck the box (Expected Expenses) to create a new expense list. If the original Request has **Segments** (air, hotel, car), there is an option to copy those to the new report. The feature should be used cautiously as it may generate a booking once the request is approved:
Copy Request

The selected request with appropriate request entries will be copied.

Existing Request:
We have provided a default name. Change the name if desired.

Request Name: Copy of Portland ABC Mtg - 10/1

Last Date of Source Request: Tuesday, October 1, 2019

New Request:
You can change the start date of the new request.

If you provide a date below, the request start date or the earliest request entry on the new request will be given that date and dates for all other request entries will be adjusted based on that. Otherwise, the start date will be defined as Last date of source request +1.

Starting date for New Request: 11/01/2019

☑️ Expected Expenses
*** Results:

**Active Requests (6)**

**Expense Reports:**

Copy an existing expense report for the traveler who regularly takes the same trip. You can also use the copy feature for Groups. Using the Group Request noted above, you can create an expense report for each traveler. Create the first expense report and then copy the Expense report multiple times changing the report name, vendor ID number, and expense details on each report.

In the top black navigation bar, click on Expense. Click on Report Library to find the previously submitted Expense Report. Use the blue "View" button if the report is more than 90 days old:
*** Click the checkbox on the left and Copy Report button in the upper right.
*** Rename the new report, select the new date. The same expenses will carry over to the new report and can be changed or deleted. Add more expenses if necessary.