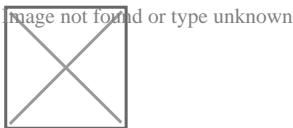


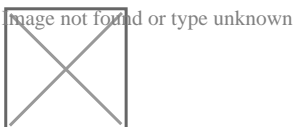
Concur Expense: Printing and Submitting an Expense Report ^[1]

When you complete your expense report, you can print it to save a hard copy for your records or to review required receipts.

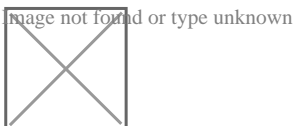
From the expense report, click the **Print / Share** dropdown arrow.



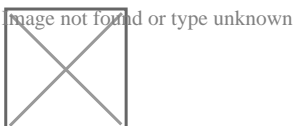
Select the type of document from the dropdown menu that you want to print.



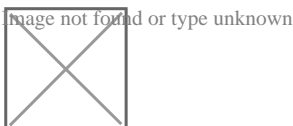
After reviewing your expenses and attaching your receipts, click **Submit Report** to submit your report for approval.



In the Report Totals window, click **Submit Report**.



The report is submitted, and its status is listed in the *Active Reports* list. From this page, you can check the status of any submitted report.



Source URL: <https://www.cu.edu/psc/concur-expense-printing-and-submitting-expense-report>

Links

[1] <https://www.cu.edu/psc/concur-expense-printing-and-submitting-expense-report>