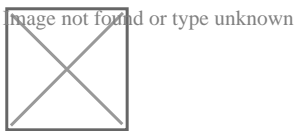


## Concur Expense: Report Number <sup>[1]</sup>

The **Report Number** is a **unique 6-digit alphanumeric number** assigned to each Expense Report. Referring to this number is helpful when contacting the [PSC Service Desk](#) <sup>[2]</sup> for questions or assistance about a specific Expense Report.

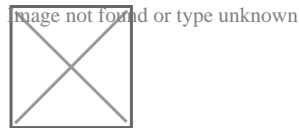
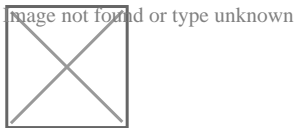
The **Report Number** can be found in several areas within Expense.

1. In the **Report Library** under the view drop-down options:

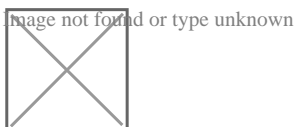
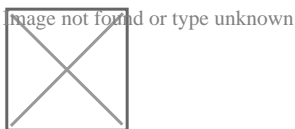


2. Within the report itself, on the **Expense Report Header**:

To view, click into the Report from the *Manage Reports* page, and click on the Report Name or on the **Report Details** drop-down link and select **Report Header**.



3. On the **Detailed Report** with the Expense Report itself by clicking on the Print/Share drop-down link and selecting any one of the **Detailed Report** options:



---

**Source URL:** <https://www.cu.edu/psc/concur-expense-report-number>

### Links

<sup>[1]</sup> <https://www.cu.edu/psc/concur-expense-report-number> <sup>[2]</sup> <mailto:psc@cu.edu>