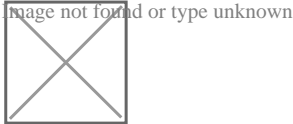
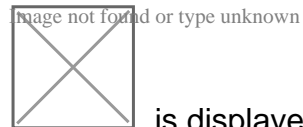
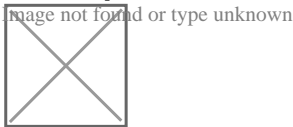


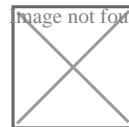
Concur Request: Attaching Documents ^[1]

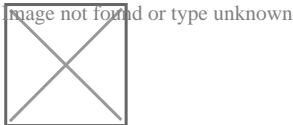
In the NextGen UI for **Concur Request**, attachments are added to the request by clicking *Attach Documents* in the **Attachments** menu on the **Expected Expenses** page.



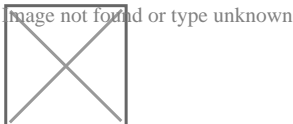
Clicking *Attach Documents* opens the **Document Upload and Attach** dialog. Click **Upload and Attach** to add an attachment to the request.



After adding an attachment to a request, the attachments icon, , is displayed next to the **Attachments** menu to indicate that the request has attachments.



You can view, delete, or add additional attachments from the **Attachments** menu.



Source URL: <https://www.cu.edu/psc/concur-request-attaching-documents>

Links

[1] <https://www.cu.edu/psc/concur-request-attaching-documents>