



Copy an Expense report

1.	<p>Copy Expense Report</p> <p>The ability to copy an existing Expense Report is useful when the travel expenses to be reported are very similar to those on a previous document. The information from the previous ER may be copied into a new document and the dates, amounts, locations, etc., updated as necessary.</p>
2.	<p>Click the Employee Self-Service link.</p> <p></p>
3.	<p>Click the Travel and Expense Center - E link.</p> <p></p>
4.	<p>Click the Expense Report link.</p> <p></p>
5.	<p>Click the Create link.</p> <p></p>
6.	<p>Click the down arrow next to the Quick Start field.</p> <p></p>
7.	<p>Select An Existing Report from the drop down list.</p> <p></p>
8.	<p>Click the GO button.</p> <p></p>
9.	<p>The Copy From page offers date range fields as search criteria for locating the existing ER to be copied. Adjust the dates as necessary and click the Search button to update the list.</p> <p>Locate the Report ID to be copied in the search results.</p> <p>To review the document from this page before copying, click the link in the Report ID column.</p> <p>Click the Select button to copy the existing document.</p> <p></p>
10.	<p>The Expense Report selected will be copied into a new document.</p> <p>Revise the description and update all other fields as necessary. Also, be sure to update/revise the Detail section for each expense line.</p> <p></p>



11.	<p>Click the Save For Later button to save the new expense report. A number will be assigned.</p> <p>When complete and ready for approvals, click the Submit button.</p> <div data-bbox="370 464 769 499"><input type="button" value="Save For Later"/> <input type="button" value="Submit"/></div>
12.	End of Procedure.