Creating a Report Based on a Previous Report

Click on Expenses

If the report you wish to copy has already been paid, click on Expense History. If the report you wish to copy has NOT been paid, click on My Expense Reports.
Select the report you want to copy and click on the green circle in the Actions column.

A ‘template’ of your report will be copied to a new report. You will still need to add attachments, update dates/locations, enter Justification/Supporting Details, add details to expenses (i.e. per diem deductions), etc....