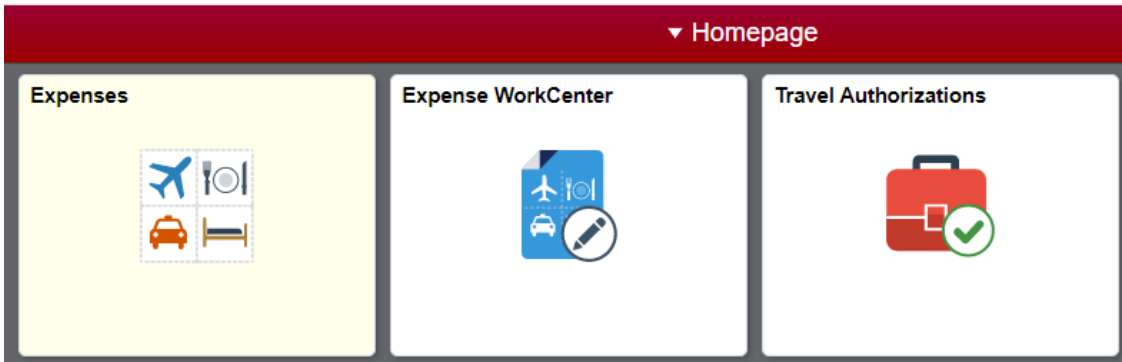


## Creating a Report Based on a Previous Report

Click on **Expenses**



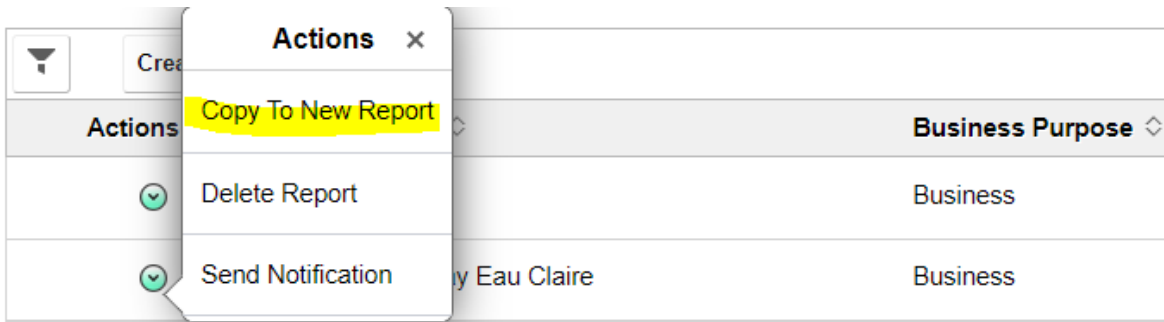
If the report you wish to copy has already been paid, click on **Expense History**. If the report you wish to copy has NOT been paid, click on **My Expense Reports**.



Select the report you want to copy and click on the green circle in the Actions column



| Create Expense Report |                           |                  |
|-----------------------|---------------------------|------------------|
| Actions               | Description               | Business Purpose |
| ✓                     | Test Report               | Business         |
| ✓                     | Procure-to-Pay Eau Claire | Business         |



| Create Expense Report |                           |                  |
|-----------------------|---------------------------|------------------|
| Actions               | Description               | Business Purpose |
| ✓                     | Test Report               | Business         |
| ✓                     | Procure-to-Pay Eau Claire | Business         |

**Actions** ×

- Copy To New Report
- Delete Report
- Send Notification

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....