How to Find the Report Key in Your Concur Expense Report

This Quick Reference Guide demonstrates how to find the Report Key in your Concur Expense Report.

The fastest way to ask for assistance with an Active Report, no matter what the status, is to email the Travel Office with the Expense Report Key. To do this, first open the report.

There are two locations within an expense report where the Report Key can be found; the first is in the Report Header.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Once you have opened the report, click on the <strong>Report Details</strong> tab.</td>
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<tr>
<td>2</td>
<td>From the drop down menu, select the first option - <strong>Report Header</strong></td>
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</table>
The Report Key will be located next to the Report ID on the top row.

The second location where the Report Key can be found is within the BU Detailed Report.
1. Once you have opened the report, click on the Print/Share button
2. From the drop down menu, select the first option - BU Detailed Report

The BU Detailed Report will open in a new window.

The Report Key will be located in the Report Header section before the expenses begin.