



1. Log into [Concur](#) and open the Expense Report containing the Personal Transaction
Once in the report, following steps 2-4 listed below

2) Click on **Print/Email**

Personal Expense example

+ New Expense

+ Quick Expenses

Import Expenses

Details ▾

Receipts ▾

Print / Email ▾

Expenses

Move ▾

Delete

Copy

View

*ZAGS-Detailed Report

3) Click ***ZAGS-Detailed Report** in drop down
The expense report will appear in a pop up

3) Report Key, located here



**ZAGS TRAVEL
& EXPENSE**

Expense Report

Report Name : Personal Expense example

Employee Name : Frame, Jennifer L.

Report Header

Policy : Staff & Student Travel Policy

Business Purpose : Test Report

Report Key : 24295

Report Id : 07E3CC7936864FA2AE01