

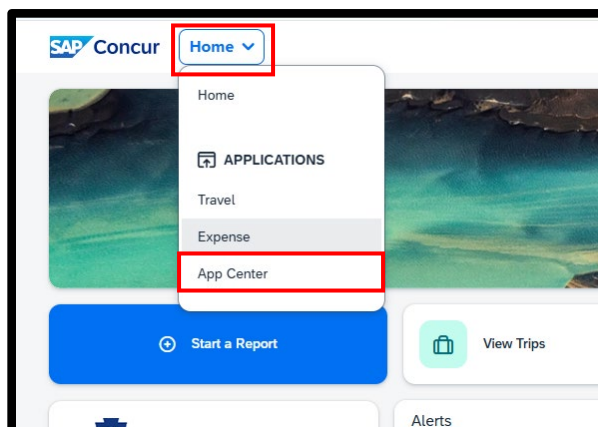
User Guide - Creating an Adjustment Request – Reports created prior to January 1, 2025

This guide is intended to walk an employee through creating an adjustment request to request reimbursement of expenses not included on a previously approved expense report. If your previously approved expense report was created on or after January 1, 2025, you must request the adjustment by reopening the original report. [Reference: SAP Concur User Guide – Reopening an Expense Report (Adjustment Request) – Reports created on or after January 1, 2025]

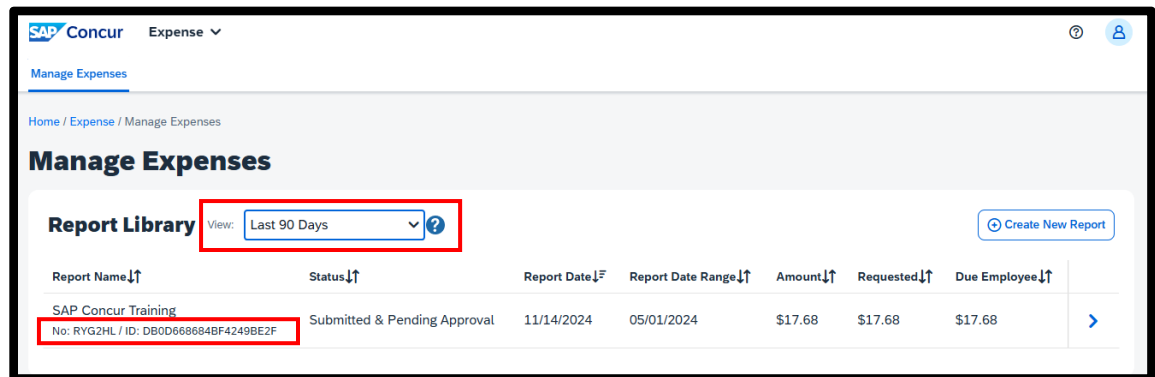
1. Create a new report in SAP Concur.
2. Complete the Report Header for the following fields:
 - **Reason for Trip** – Adjustment
 - **Trip Start Date and Trip End Date** – these dates should match the dates of your original report.
 - **Activity Type** – select Adjustment Request.
3. Click **Create Report**.
4. Click **Add Expense** and select the appropriate expense type. You will need to enter the original trip number in the comment section of the expense.

Use the following steps to locate the original trip number for your adjustment request.

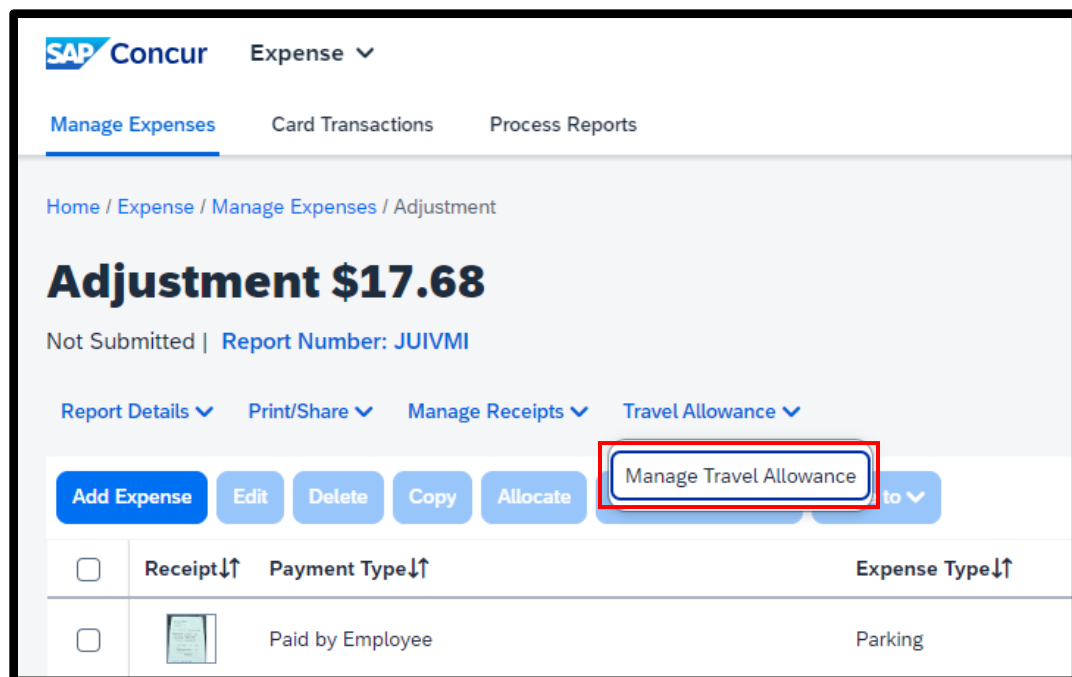
- a. Navigate to Expense by clicking the **Home** dropdown in the top menu bar and selecting **Expense** under the Applications submenu.



- b. Click the **View** dropdown in the Report Library section and select the applicable timeframe to display approved reports.
- c. The report No. or report ID may be used as the original trip number in the adjustment request.



5. If you are requesting an adjustment for lodging and/or overnight subsistence expenses, you will need to assign the itinerary from your original report to this report.
 - a. Click the Travel Allowance dropdown and select Manage Travel Allowance.



- b. The **Travel Allowances for Report** page will open. At the bottom of the page, **Available Itineraries** will be displayed. If the itinerary for the original report does not appear, click the dropdown, and select the applicable timeframe for the original report.

Available Itineraries

Current Itineraries ▼

Current Itineraries

Itineraries for this Month

Itineraries for last Month

Itineraries for this Quarter

Itineraries for last Quarter

Itineraries for this Year

Itineraries for last Year

Itineraries for last two Years

Delete Assign

2024

Harrisburg, Pennsylvania

- c. Click on the itinerary for the original report and click the **Assign** button and your original itinerary will move up to the **Assigned Itineraries** section.
 - d. Click the **Next** button.
 - e. When the next screen opens, click the **Create Expenses** button.
6. When finished, click the **Submit Report** button to send for approval.