Printing an Expense Report from Coupa

12/27/2023 6:48 pm EST

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Purpose

Projects that require resources to travel to the customer site to implement also require that the travel expense report for that travel are uploaded to the project. This allows the PM or other resources to assist a customer with any questions or disputes regarding expenses.

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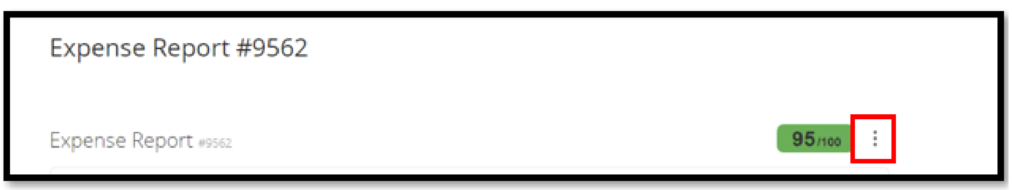
Process

Resources will follow the standard process for submitting an expense report in Coupa. Once the expense request is submitted, the resource will print the report using the following steps;

1. Locate the expense report and open it

2. From the ellipses select Print



3. Make sure the Show Daily Grid and Show Receipts boxes are checked

4. Click the Print button

5. Save the document using the convention below:

    a. Project Name – Resource Name – Travel Dates

6. Upload the document to the project file section

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