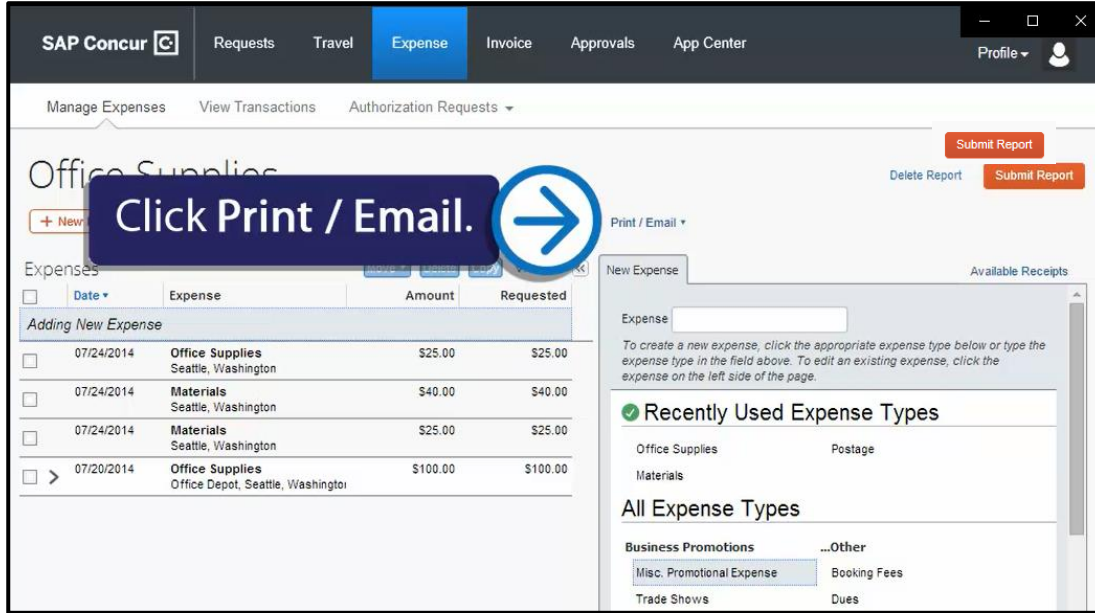# Printing and Submitting an Expense Report

When you complete your expense report, you can print it to save a hard copy for your records or to review required receipts.

1. Click **Print / Email**.

2. You have the following print options:

- **Fax Receipt Cover page** – Fax cover page to use with Concur Imaging
- **Detailed Report** – Prints a detailed Report
- **Receipt Report** – Lists expenses that require receipts
- **Copy of Detailed Report** – Prints a detailed report copy

3. Double-click the expense in the **Expenses** pane to review all expenses for accuracy before submitting your report.

4. After reviewing your expenses and attaching your receipts, click **Submit Report** to submit the report for approval.

Your new expense report and its status are listed in the **Active Reports** list. From this page, you can check the status of any submitted report.