

## Print or Email a Travel Request/Expense Report

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

1. Click the **Print/Email** button.
2. You have the following print options:
  - **PDF** – save a copy via PDF format
  - **Email** – send a copy via email
  - **Print** – to print

### ***SUPPORT***

**Website:** [www.bcm.edu/mosaic](http://www.bcm.edu/mosaic) > Travel and Expense (for Policies, FAQs, and training)

**SAP Concur Support:** [concursupport@bcm.edu](mailto:concursupport@bcm.edu)