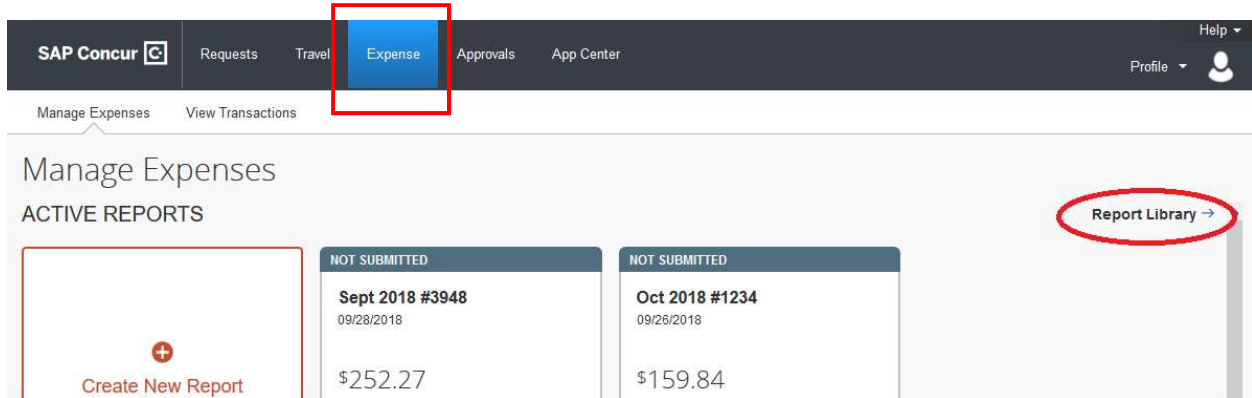
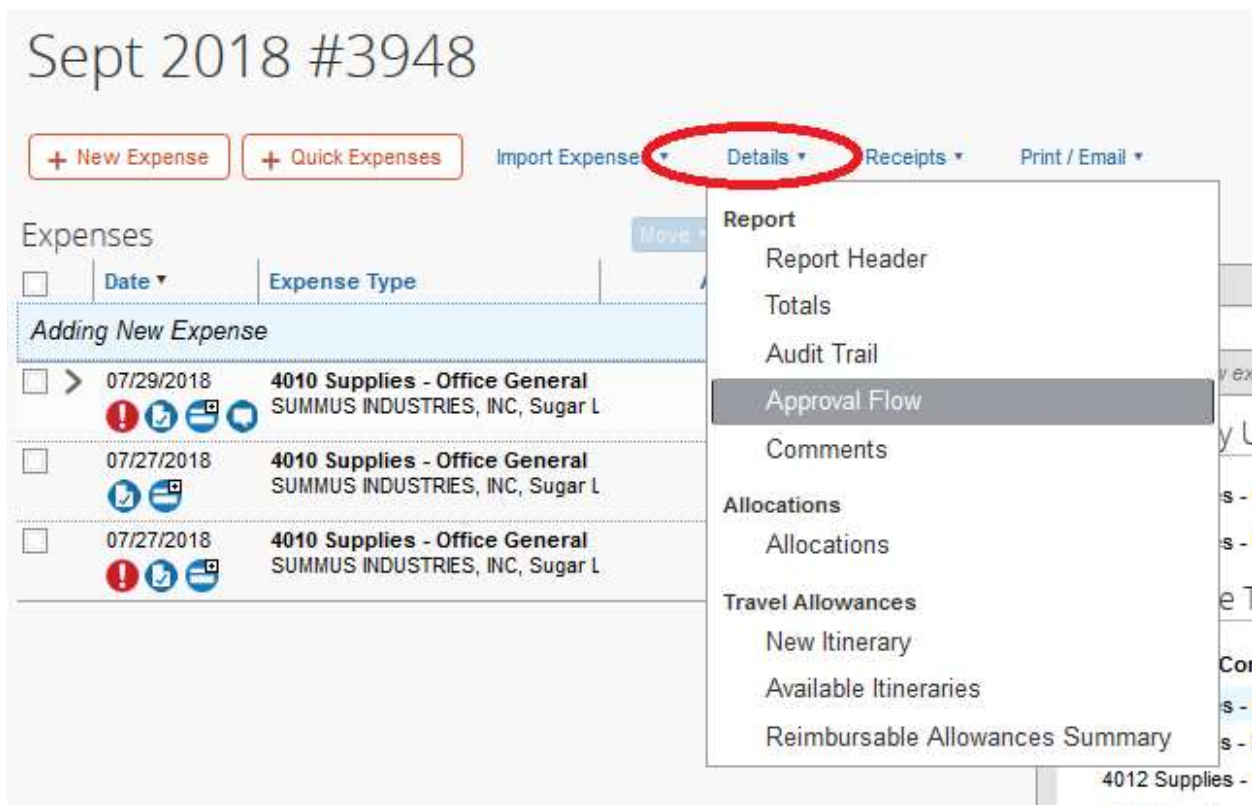


# CHECKING THE STATUS OF A CONCUR EXPENSE REPORT

From the Concur Home Screen, click on the **Expense** Tab at the top.



Click on **Report Library** and double click on the report you need to check on.



Click on **Details** and select **Approval Flow**. This will show if your report is in Pending status or Approved.