CHECKING THE STATUS OF A CONCUR EXPENSE REPORT

			1				
	quests Trave	Expense	Approvals	App Center	Help -		
Manage Expenses View	Transactions		-				
Manage Exper	ises						
ACTIVE REPORTS Report Library -							
		NOT SUBMITTED	1	NOT SUBMITTED			
		Sept 2018 #3 09/28/2018	948	Oct 2018 #1234 09/26/2018			
Create New Rep	ort	\$252.27		\$159.84			

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.

Se	pt 201	8 #3948			
(+ N	ew Expense	+ Quick Expenses Import Expense	Details • Receipts • Print / Email •	_	
Expe	nses Date ▼ g New Expense	Expense Type	Report Report Header Totals		
□ >	07/29/2018	4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L	Audit Trail Approval Flow		
	07/27/2018	4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L	Comments Allocations	y s	
	07/27/2018	4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L	Allocations Travel Allowances New Itinerary Available Itineraries Reimbursable Allowances Summary	s e c s	
			4012 Suppl	ies	

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