

Concur

Tracking Approvals on an Expense Report

- 1) Select the "**Expense**" tab.
- 2) The status is available at the top and bottom of each box

Some of the common statuses include:

- Pending External Review = Budget Checking In Process
- Submitted and Pending Approval = In workflow
- Pending Cost Object Approval = In workflow
- Approved and in Accounts Payable Review
- Approved, Not Submitted, Sent Back to User

- 3) To see additional details, **select a submitted expense report.**
 - a. The "**Report Library**" will display your expense reports in a list format.
- 4) Click the "**Report Name**" to open a specific expense report.
- 5) Select the "**Details**" drop-down menu.
- 6) Select "**Approval Flow**".

From here you can track the progress of your Expense Report.

All Done!