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!