Checking the Status of Your Expense Report

This Quick Reference Guide demonstrates how to determine the status of your expense report in Concur.

1. Once logged in to Concur, click the expense tab at the top of your page.
2. All reports that have not yet been sent for payment will appear under the Active Reports section.

- If your expense report appears under the Active Reports section, it has not yet been sent for payment and is still pending Approval.

- Active Report Statuses (as depicted above) are as follows:
1. **Not Submitted** – Report created by user and trip has not occurred yet or report is not yet complete (i.e. user is waiting for all travel card transactions to feed)

2. **Submitted and Pending [Supervisor’s Name] Approval** – report creator has hit “Submit” and report has made its first stop in the workflow with the traveler’s/individual’s supervisor as listed in SAP HCM

3. **Submitted and Pending Cost Object Approval** – Report has been approved by supervisor and is pending approval by the Sap FI Approver (or multiple approvers if multiple cost objects were used)

4. **Approved and in Accounting Review** – Report is with the Travel Office staff pending final review and processing

5. **Returned** (not pictured - report will appear in red)- The report has been rejected by one of the approvers. A send back comment will appear on the front of the report. The requested changes must be made or further information provided; the report must then be resubmitted.

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<table>
<thead>
<tr>
<th>1</th>
<th>If you do not see the report you are looking for in your Active Reports section, it has been sent for payment. To find a report sent for payment, please follow along with <a href="#">this QRG</a>.</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>If you would like to determine the status of your reimbursement (i.e. whether a check has been sent yet) you must submit a Reimbursement Status Request through the Travel Website using the Report Key of the report sent for payment.</td>
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