

## 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

The screenshot shows the SAP Concur interface. At the top, the 'Expense' dropdown menu is highlighted with a red box and a red circle containing the number '1'. Below the navigation bar, the 'Manage Expenses' section is visible. The 'Report Library' section shows a 'View:' dropdown menu set to 'Active Reports', which is also highlighted with a red box and a red circle containing the number '2'. Below this, three expense report cards are displayed, each with a red border. The first card is for 'February Travel' dated 02/23/2024, with a total of \$20.00 and a 'Not Submitted' status. The second card is for 'January Travel' dated 02/23/2024, with a total of \$47.50 and a 'Not Submitted' status. The third card is for 'Boston Consortium Conference' dated 02/08/2024, with a total of \$350.00 and a 'Not Submitted' status.

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

The screenshot shows the 'Manage Expenses' page in SAP Concur. It features a 'Report Library' section with a 'View: Active Reports' dropdown. Five expense reports are displayed in a grid, each with a status label highlighted by a red box and a red circle with a number:

- 1:** Coaches Convention (12/01/2023), \$857.70, Not Submitted.
- 2:** Recruiting (12/01/2023), \$312.41, Submitted & Pending Approval.
- 3:** Official Visit (02/21/2024), \$57.08, Submitted, Pending Cost Object Approval.
- 4:** Lunch with Donor (02/21/2024), \$62.00, Submitted, Approved & In Accounting Review, Not Paid.
- 5:** December Recruiting Toll (02/21/2024), \$106.18, Submitted, Approved, Processing Payment.

➤ 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. Approved Processing Payment** – Report has been approved by Travel Office that day and will be sent for payment that night (will appear on your budget in SAP the next day).
- 6. Returned** (not pictured- report will appear in red)- The report has been rejected by one of the approvers. A send back comment will appear in report. Any requested changes must be made or further information provided; **the report must then be resubmitted.**

1	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 the “How To Find Reports Sent for Payment” knowledge article found on the travel website <a href="#">here</a> .
2	<b>If you would like to determine the status of your reimbursement (i.e. whether a check has been sent yet) you must <a href="#">open a new case</a> with Travel to request the status by providing your report key information. You can find the report key by going to the expense report in question, clicking on the print/email tab in the report, and selecting BU Detailed Report. There, you will find a 6 digit number called the “report key”.</b>