

Quick Reference Guide Checking the Status of Your Expense Report Concur Travel & Non-Travel

CHECKING THE STATUS OF YOUR EXPENSE REPORT

This guide demonstrates how to determine the status of your Expense Report in Concur.

The Approval Flow and Report Timeline functions provide a snapshot of who has approved the document, and who is next in line to provide approval.

1. Once logged into Concur, click on Home in the top left and select Expense from the drop-down list.



2. The **Active Reports** section will display all reports that pending Approval and not yet sent for payment. If you cannot locate the desired report in the Active Reports section, it has been sent for payment. To locate a report sent for payment, please refer to the How to Find Reports Sent for Payment guide.

SAP Concur Expense Y		0 0
Manage Expenses Card Transactions		
lome / Expense / Manage Expenses		
Manage Expenses		
Report Library View: Active Reports	~@	© Create New Report
February Travel	January Travel	Boston Consortium Conference
\$20.00	\$47.50	\$250.00
\$20.00	\$47.30	\$350.00
Not Submitted	Not Submitted	Not Submitted

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ACTIVE REPORT STATUSES APPEAR AS FOLLOWS:

Manage Expenses Card Transactions		Image: Acting a TARA L
Home / Expense / Manage Expenses		
Manage Expenses		
Report Library		Create New Report
		⊘ View: Active Reports ✓
Coaches Convention 12/01/2023 \$857.70 Not Submitted	Lunch with Donor 02/21/2024 \$62.00	December Recruiting Toll 02/21/2024 \$106.18
	Due Employee: \$0.00 Submitted	Due Employee: \$0.00 Submitted
	Approved & In Accounting Review Not Paid	Approved Processing Payment
Official Visit	Recruiting	
\$57.08	\$312.41	
Due Employee:	Due Employee:	
Submitted	\$0.00 Submitted	
Pending Cost Object Approval	Submitted & Pending Approval	

- Not Submitted Report has been created by user and trip has not yet occurred or report has been created but not yet completed (i.e., user is waiting for all card transactions to feed into Concur)
- Submitted and Pending [Supervisor's Name] Approval Report creator has hit "Submit" and report is awaiting approval from the traveler's/individual's supervisor listed in SAP HCM
- 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)
- Approved and in Accounting Review Report is with the Travel and Card Services staff pending final review and processing.
- Approved Processing Payment Report was approved by Travel and Card Services that day and will be sent for payment that night (will appear on your budget in SAP the next day).
- Returned (not pictured; report will appear in red) Report has been rejected by one of the approvers. A send-back comment will appear in the report. Any requested changes must be made or further information provided; <u>the report must then be resubmitted</u>.

Note: If you would like to determine the status of your reimbursement (i.e., whether a check has been sent), you must open a new case with Travel and Card Services in the <u>Financial Affairs Customer Service</u> portal and request the status by providing your report key information.

You can find the report key (6-digit number) by going to the expense report in question, clicking on the print/email tab in the report, and selecting BU Detailed Report. See further instructions for locating the report key in the <u>How to Find the Report Key</u> guide.

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