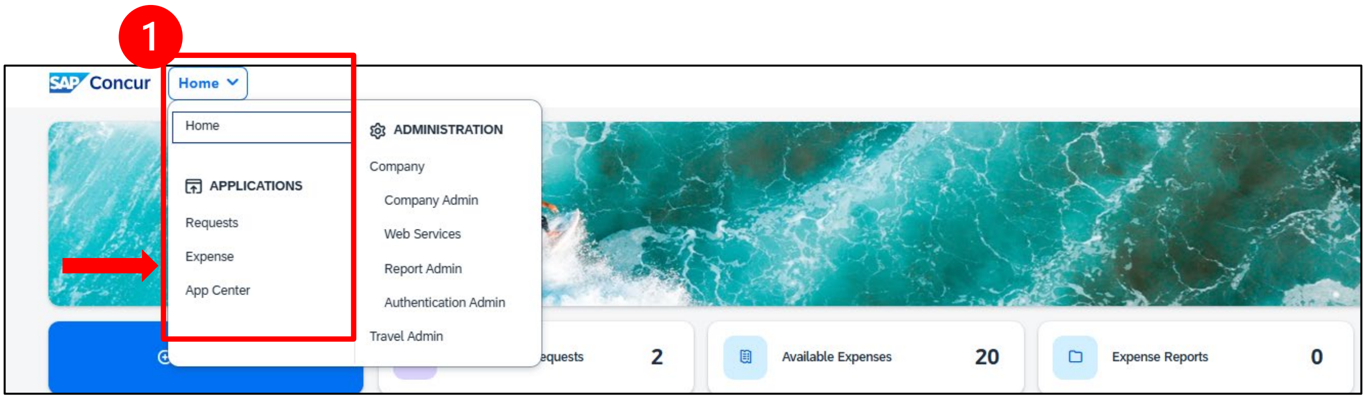
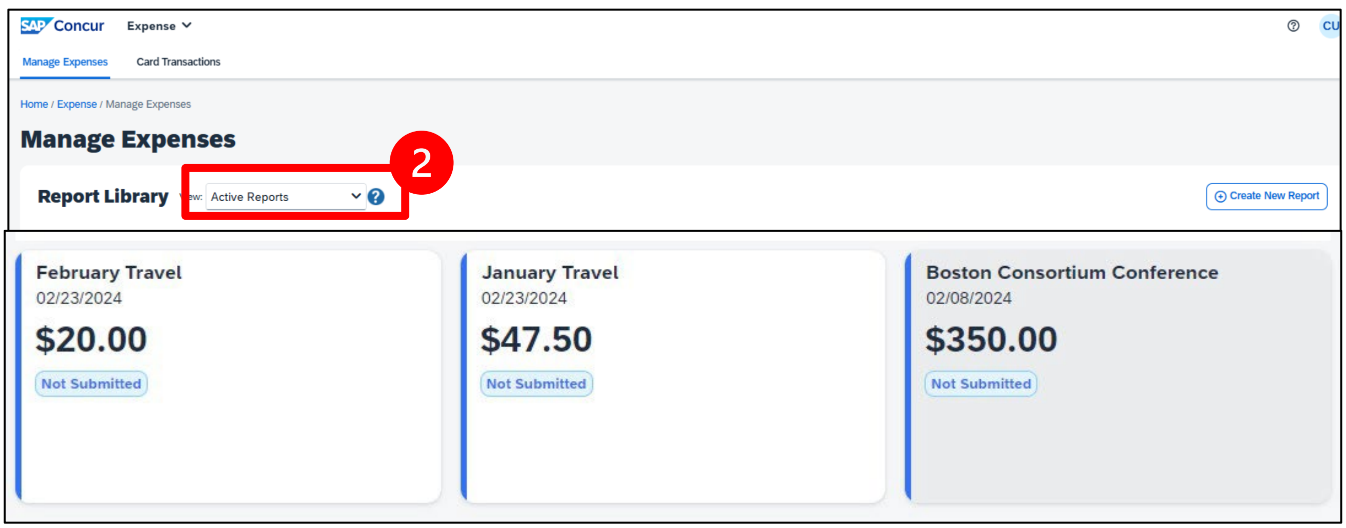
HOW TO CHECK THE STATUS OF YOUR EXPENSE REPORT

1. Log in to Concur, click on **Home** in the top left and select **Expense** from the drop-down list.

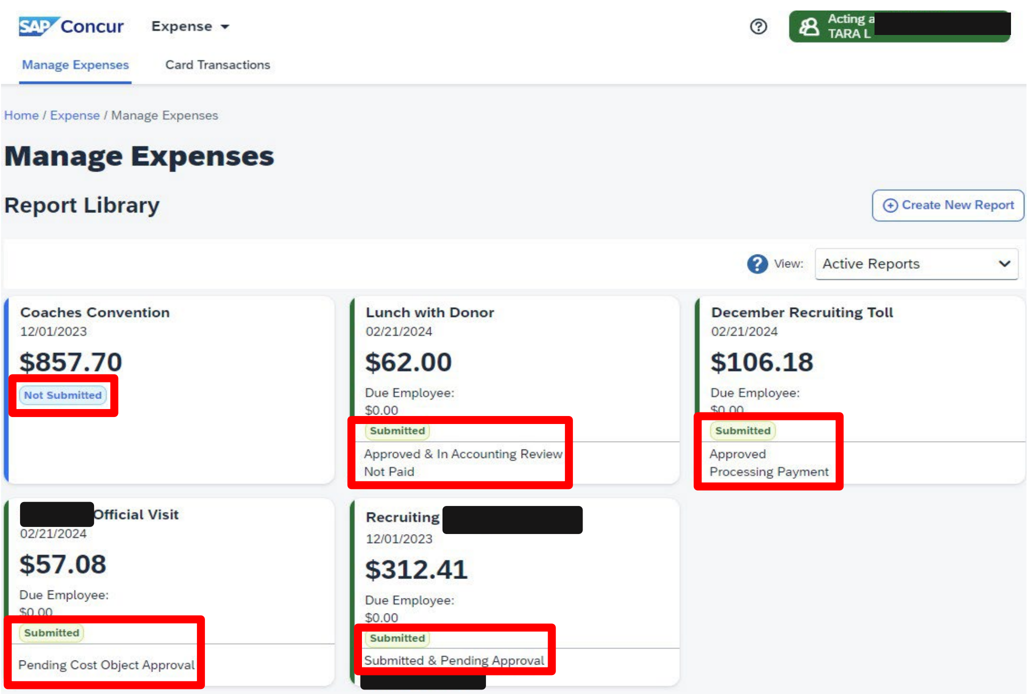


2. The **Active Reports** section will display all reports that pending Approval and not yet sent for payment.



- If you cannot locate the desired report, 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.

ACTIVE REPORT STATUSES APPEAR AS FOLLOWS:



- **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 & Card Services staff pending final review and processing.
- **Approved Processing Payment** – Report was approved by Travel & 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; **the report must then be resubmitted**.

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 & Card Services in the Financial Affairs Customer Service portal and request the status by providing your report number. [Reference: "How to Find the Report Number"].