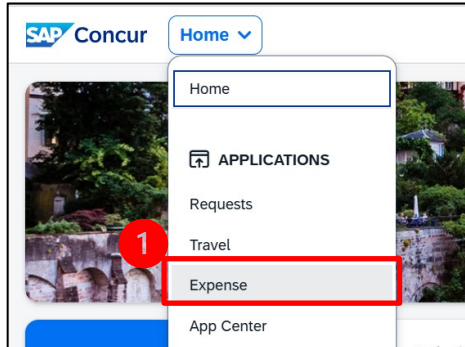
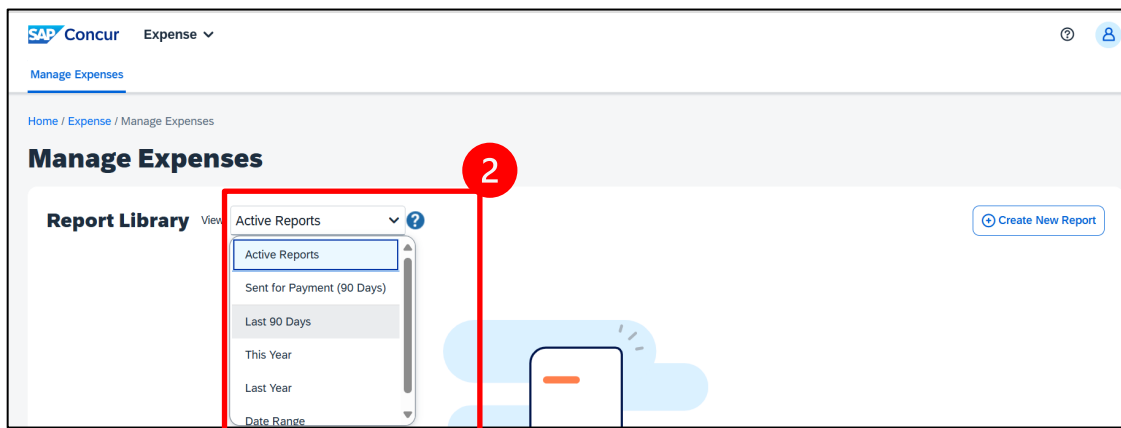


HOW TO FIND REPORTS SENT FOR PAYMENT

1. Log in to Concur, click on the **Home** drop-down and select **Expense** to access the Report Library.



2. Click on the drop-down to set the desired date range for your Report Library, e.g., Sent for Payment (90 Days). Note: Reports post in SAP the day after they obtain a status of “Sent for Payment” in Concur.



Manage Expenses

Report Library

View: Last 90 Days

Report Name	Status	Report Date	Amount	Requested	Due Employee
IOFM P2P Certification Course No: I4CDZ3 / ID: 7557E4E529A84827B4A5	Sent for Payment	01/11/2024	\$760.75	\$760.75	\$0.00
Ivy Plus at Northwestern Univ No: XXSB35 / ID: 14217455CA8F440D8A28	Sent for Payment	10/18/2023	\$1,975.24	\$1,975.24	\$218.84

- Open the desired report, click **Report Details**, and select **Audit Trail** from the drop-down.



SAP Concur Expense

Manage Expenses Card Transactions

Home / Expense / Manage Expenses / IOFM P2P Certification Course

IOFM P2P Certification Course \$760.75

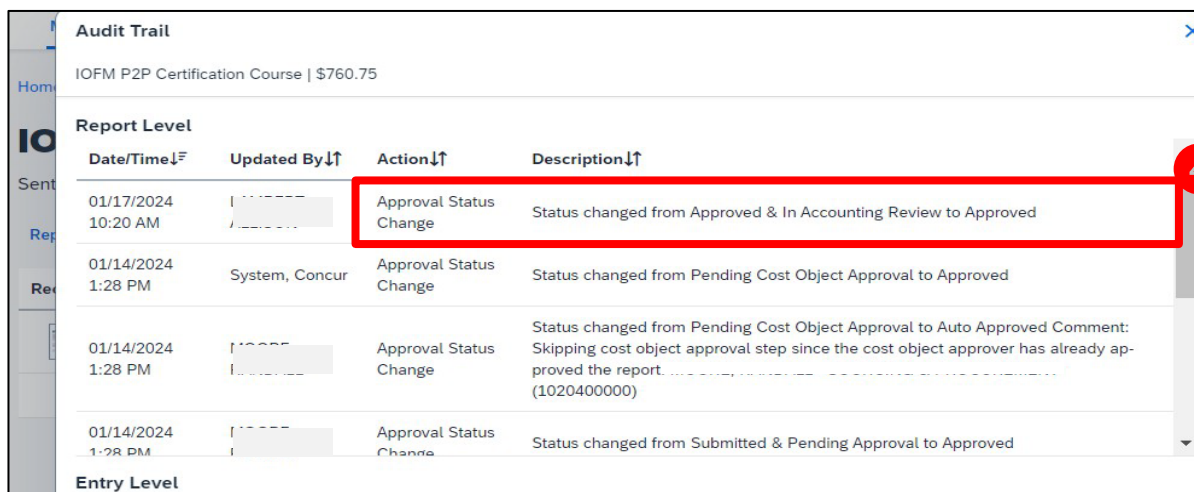
Sent for Payment | Report Number: I4CDZ8

Report Details Print/Share Manage Receipts

3

Report	Report Type↑	Expense Type↑	Vendor Details↑	Date↓	Approved↑
Report Header					
Report Totals	CBCP	Conference Registrations (513900)	IOFM Boston, Massachusetts	01/06/2024	\$760.75
Report Timeline					
Audit Trail					\$760.75
Allocation Summary					

- The top entry will have the most recent approval date. Reports are sent for payment once approved by Accounting Review. This is the last step in the Audit Trail.



Audit Trail

IOFM P2P Certification Course | \$760.75

Report Level

Date/Time↓	Updated By↑	Action↓	Description↓
01/17/2024 10:20 AM		Approval Status Change	Status changed from Approved & In Accounting Review to Approved
01/14/2024 1:28 PM	System, Concur	Approval Status Change	Status changed from Pending Cost Object Approval to Approved
01/14/2024 1:28 PM		Approval Status Change	Status changed from Pending Cost Object Approval to Auto Approved Comment: Skipping cost object approval step since the cost object approver has already approved the report. (1020400000)
01/14/2024 1:28 PM		Approval Status Change	Status changed from Submitted & Pending Approval to Approved

Entry Level

4

After posting in SAP the payment timeline is as follows:

Payment for Guest Profiles and Individuals who have not enrolled in direct deposit for Business and Travel Reimbursements: Check is issued and mailed from JP Morgan check processing facility located outside of the northeast the following Tuesday or Thursday.

Payment for Individuals who have signed up for direct deposit for Business and Travel Reimbursements (this is a separate system and process from Direct Deposit from Payroll): Payment initiated 2 business days after SAP posting.

If you would like to determine the status of your reimbursement, you can open a new case with Travel & Card Services through the [Financial Affairs Customer Service](#) portal.