

Approval Status Check

To check the status of where your request or expense report is in the approval process, please refer to this guide.

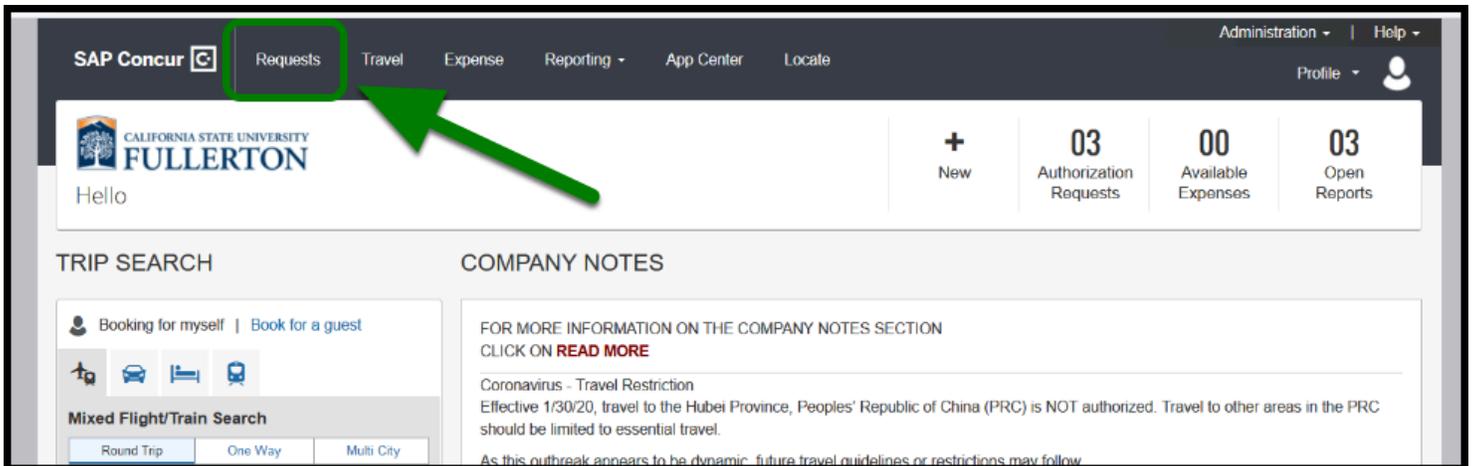
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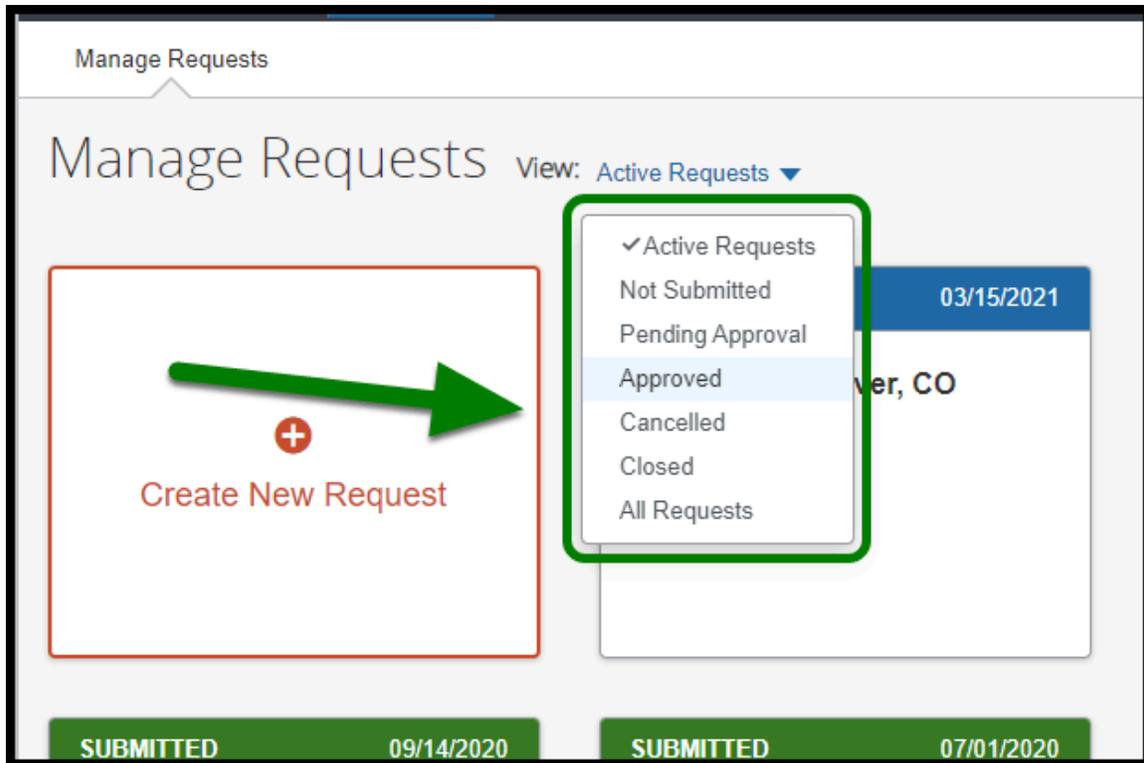
💡 If you need assistance with logging into Concur, please go to [Logging into Concur](#).....0.

Checking Travel Requests Approval Status

Step 1: From the Concur Dashboard, click on **Requests**.



Step 2: Select the **Active Requests** dropdown to locate your travel requests.



Step 3: After you locate the travel requests, it will be color coded indicating where it is at in the approval process.

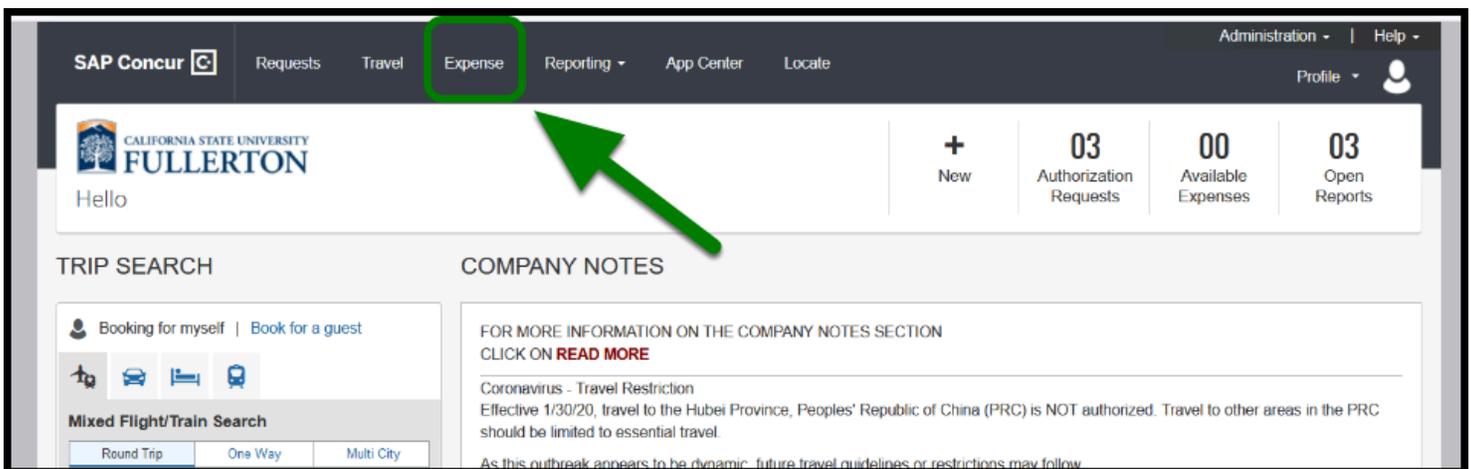
- 💡 Blue - Expense report is not submitted.
- Green - Expense report is submitted and pending approval with the employee's approver.
- Red - Expense report is returned by the employee's approver or a member from the processing team.

RETURNED	03/15/2021	SUBMITTED	01/04/2021
<p>March 2021 Denver, CO</p> <p>\$1,727.25</p> <p>Sent Back to User</p>		<p>Jan 2021 Las Vegas, NV</p> <p>\$1,727.25</p> <p>Submitted & Pending Approval Peterson, Sloane</p>	

! Note: Travel Operations no longer approves travel request in Concur. They will review it when the employee submits their expense report for processing.

Checking Expense Reports Approval Status

Step 1: From the Concur Dashboard, click on **Expense**.



Step 2: Under **Report Library**, locate your expense report.

Manage Expenses View Transactions Process Reports

Manage Expenses

REPORT LIBRARY View [All Reports](#) ▼

+

Create New Report

RETURNED 01/06/2020

⚠ Testing Blanket Travel Deduction

\$2,773.00

Sent Back to User

NOT SUBMITTED 09/06/2018

! Sept 2019 P-CARD

\$1.56

SUBMITTED 02/13/2020

Dec 2019 Las Vegas, NV

\$300.00

Submitted & Pending Approval

Displayed reports: 3, Total: 3

AVAILABLE EXPENSES View [All Expenses](#) ▼

Delete Combine Expenses Move to ▼

Step 3: After you locate your expense report, it will be color coded indicating where it is at in the approval process.

- 💡 Blue - Expense report is not submitted.
- Green - Expense report is submitted and pending approval with the employee's approver.
- Red - Expense report is returned by the employee's approver or a member from the processing team.

Manage Expenses View Transactions Process Reports

Manage Expenses

REPORT LIBRARY View Active Reports ▾

+
Create New Report

RETURNED 01/06/2020	NOT SUBMITTED 09/06/2018	SUBMITTED 02/13/2020
<p>⚠ Testing Blanket Travel Deduction</p> <p>\$2,773.00</p> <p>Sent Back to User</p>	<p>ⓘ Sept 2019 P-CARD</p> <p>\$1.56</p>	<p>Dec 2019 Las Vegas, NV</p> <p>\$300.00</p> <p>Submitted & Pending Approval</p>

Displayed reports: 3, Total: 3

AVAILABLE EXPENSES View All Expenses ▾

Delete Combine Expenses Move to ▾



[back to top](#)

Need more help?



Contact Concur Support at concur@fullerton.edu or at 657-278-3600.