

Concur Expense Report Status

Not Submitted

- An expense report has been created by the employee or delegate, but has not been submitted.
- Employee or delegate can still make changes, but only the employee can submit the report.

Pending Approval

- The expense report has been submitted to approver by employee.
- The report cannot be modified **except** to add receipts.
- Approver may add comments, modify allocations, approve, approve and forward to an additional approver, or send the expense report back to the user.

Sent back to employee

- The expense report has been sent back to the employee by an approver or travel auditor **or** it has been recalled by the employee or a delegate.
- The approver is not able to see the report anymore or make any changes.
- Required changes must be made by the employee or a delegate, and the traveler must resubmit for approval.

Approved and in Accounting Review

- All departmental approvals are complete and the expense report is in the Travel Auditor's queue.
- The expense report cannot be modified **except** to add receipts.
- The employee can recall the report if changes are needed.

Approved

- All approvals, including travel audit, are complete, and payment is in processing.
- No recall or editing is possible. Receipts may still be added.

Not paid

- Expense report is still in approval process.

Processing Payment

- Report has been finalized for payment and a payment will be created.

Sent for Payment

- A payment has been created and should issue on the next pay cycle.

Payment Confirmed

- Payment has been processed and issued.