

Step-by-Step Guide

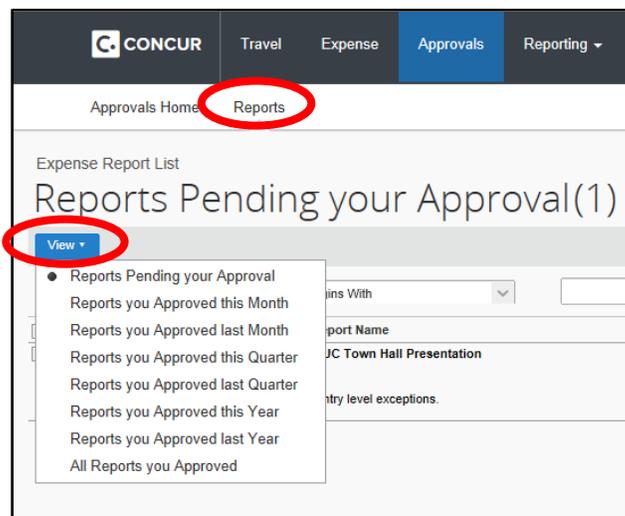
Approvers: Viewing Approved Expense Reports

All approved expense reports are stored within the Concur Travel & Expense System. You can view any expense report that you have approved...even if you approved the expense report while acting as a delegate.

Viewing Approved Expense Reports

Begin by accessing Concur via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **Concur Travel & Expense System** link.

Make your way to your Approvals Home page – one way to get there is by clicking **Approvals** from the top navigation bar. Once on your Approvals Home page, use the sub-navigation bar (beneath the top navigation bar) to click **Reports**.



Use the **View** dropdown to display the expense reports you have approved and, if desired, narrow the list to a specific time frame. A list of expense reports will appear.

You can view a specific expense report by clicking anywhere on the expense report's line. When viewing a specific expense report, you can navigate to another expense report using the **Next Report** and **Previous Report** buttons that appear at the bottom of your screen.

Or, to get back to the list of expense reports, click **Reports** from the sub-navigation bar (beneath the top navigation bar).