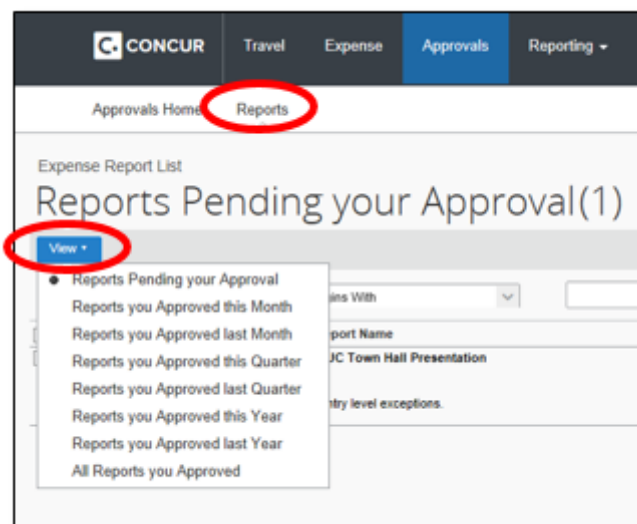


Concur How-to: Approvers: Viewing Approved Expense Reports ^[1]

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.

Read the procedures



1. In Concur, make your way to your Approvals Home page – one way to get there is by clicking **Approvals** from the top navigation bar.
2. Once on your Approvals Home page, use the sub-navigation bar to click **Reports**.
3. 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.
4. 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.
5. To get back to the list of expense reports, click **Reports** from the sub-navigation bar.

Have a question or feedback?

Questions & Feedback ^[2]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Source URL: <https://www.cu.edu/psc/concur-how-approvers-viewing-approved-expense-reports>

Links

[1] <https://www.cu.edu/psc/concur-how-approvers-viewing-approved-expense-reports>

[2] <https://www.cu.edu/controller/forms/questions-feedback-0>