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.