



Accessing Past Expense Reports & Travel Requests

Purpose: There are many reasons a traveler or delegate may need to access a report/request from the past. The report (request) library allows a user to view past items. Travel reps may view reports and requests for any traveler they are a delegate for. Budget managers should request the Request & Expense Processor (Read Only) roles from the travel office.

To access the Report Library:

1. Log into Concur and, if needed, act on behalf of the traveler whose report you wish to view. Delegates may view reports of any user s/he is a delegate (travel rep) for.
2. Click on **Expense**.
3. Click **Report Library**.

Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/> Courtyards SARASOTA, FL	Lodging		05/11/2018	\$311.36

4. Concur displays Reports for the last 90 Days. Users may click **View** to select a different range or a particular report status to view.
5. Click on an Expense Report to view it.
6. Users may also Create new Expense Reports or Itineraries & Import Expenses from this screen, but it's not recommended.



SAP Concur | Requests | Travel

Manage Expenses | View Transactions | Process

← Manage Expenses
Reports for last 90 Days

View | Create & Edit | Import Expenses

- Unsubmitted Reports
- Active Reports
- Recent Reports
- Pending Reports
- Approved Reports
- Processed Reports
- Paid Reports
- Payment Confirmed Reports
- All Reports
- Reports for this Month
- Reports for last Month
- Reports for this Quarter
- Reports for last Quarter
- Reports for this Year
- Reports for last Year
- Reports for last 90 Days

	Report ID
ining	DAC2EB4287C8476E91
university card transactions that exceed the age limit allowed by your u	
ining	FD75F52201AE4B8984
university card transactions that exceed the age limit allowed by your u more entry level exceptions.	
e Lab	CDA9C115C165452DB
more entry level exceptions.	
e Lab	54F211B861B44116BF
university card transactions that exceed the age limit allowed by your u	

Accessing Past Requests

1. Log into Concur and, if needed, act on behalf of the traveler whose request you wish to view. Delegates may view requests of any user s/he is a delegate (travel rep) for.

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center

Administration | Help | Profile

Manage Requests | New Request | Process Requests | Quick Search

Active Requests (3)

Delete Request | Exp

View | Begins With | Go

Request ID	Status	Request Dates	Date Submitted	Total	Appro
3649	Submitted & Pending Approval - Pittman, Mary J.	05/09/2018	05/10/2018	\$737.00	
	Comment: OMNI Check Passed	05/11/2018			
34LN	Approved	05/03/2018	03/28/2018	\$376.00	
	Comment: OMNI Check Passed	05/04/2018			
Concur Training Marine Lab 34K3	Approved	04/03/2018	03/26/2018	\$39.60	
	Comment: OMNI Check Passed	05/03/2018			

2. Active requests will display by default. Users may view other requests by clicking **View**.
3. Click on a request to view it.



-
4. Users may also copy, delete or close/inactivate a request from this screen, but best practice is to open the request and perform those actions once the user has reviewed the request's contents.