Concur Expense Report Status

Not Submitted

- Expense report created by employee or delegate but not submitted.
- Employee or delegate can edit. Employee must submit.

Pending approval – (Approver Name)

- Expense report has been submitted to approver by employee.
- Cannot be modified by employee or delegate except to attach receipts.
- Employee or delegate can recall the report.
- Approver can add comments, modify allocations, approve, send back, or approve and forward to additional approver.

Sent back to employee

- Expense report sent back to employee by approver or Travel Services or recalled by employee or delegate.
- Employee or delegate can edit. Employee must submit.
- Approver cannot see or make changes.

Approved and in Accounting Review

- All departmental approvals are complete, and expense report is in the Travel Department's queue review and approval/disapproval.
- Cannot be modified with exception of attaching additional receipts.
- Employee or delegate can recall.

Approved

- All approvals, including the final Travel Department's approval, are complete, and payment is in processing or has sent to PeopleSoft (EIS) financial system (see Processing Payment status).
- No editing or recall possible.
- Employee or delegate can still attach receipts.
Concur Expense Report Payment Status

Not paid

- Expense report is still in approval status process (see above).

Processing Payment

- Will be sent to PeopleSoft (EIS) financial system to automatically create a payment voucher.

Sent for Payment

- A payment voucher has been created in the PeopleSoft (EIS) financial system and should pay on the next accounts payable pay cycle.

Payment Confirmed

- Payment has been processed, and direct deposit issued.