



# SAP Concur



## 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 can recall the report (delegates cannot).
- 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 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.



**SAP Concur**



## 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.