SAP CONCUR How-To Sheets for Contract Instructors
Checking the Status of your Expense Report

This how-to sheet outlines the steps required to:
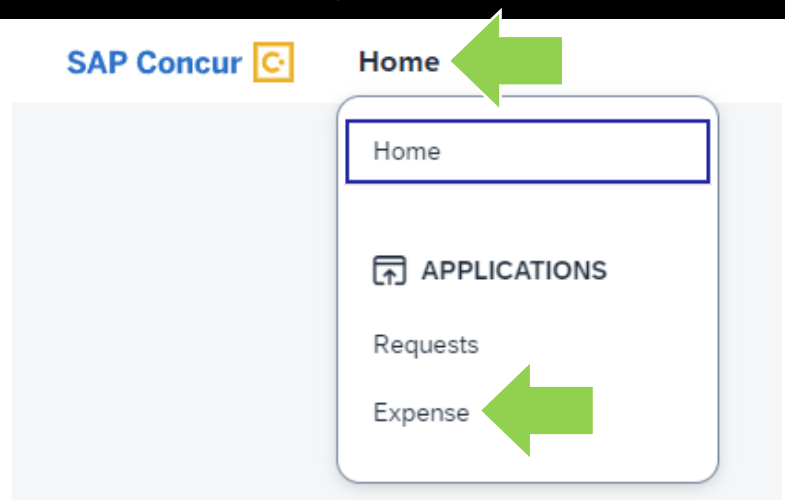
- Determine where your expense report is sitting in the approval flow.

Last updated February 20, 2024.

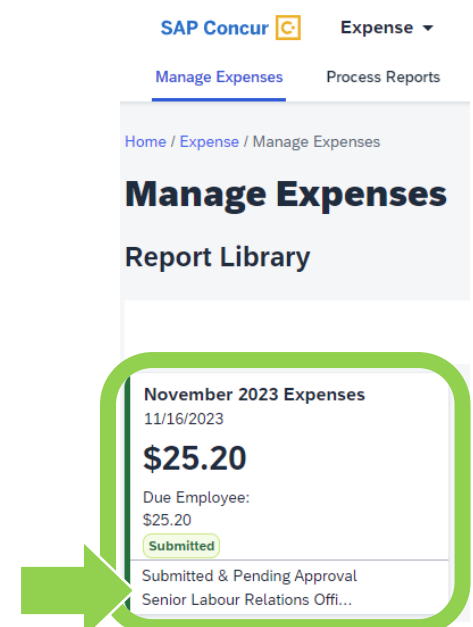| **THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP** |
|---|

1. From the landing page, click on **'Home'** in the upper left-hand corner.

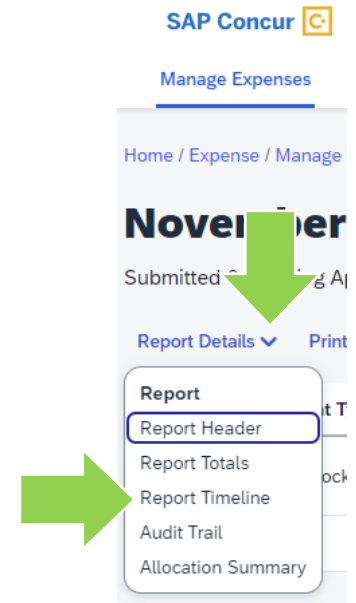   From the drop-down window, click on **'Expense'**.

2. The bottom of the tile (see green arrow) will tell you where the report is sitting in the approval flow.

   For additional detail, click on any **submitted** expense report.

3. In the screen that opens, click on the **drop-down arrow beside the blue 'Report Details' text**.

   From the drop-down menu, click on **'Report Timeline'.**

   SAP Concur ◎

   Manage Expenses

   Home / Expense / Manage

   November

   Submitted ~~g A~~

   Report Details ∨   Print

   | Report |
   | Report Header |
   | Report Totals |
   | Report Timeline |
   | Audit Trail |
   | Allocation Summary |

4. The 'Approval Flow' will tell you:
   - which steps have already been approved (i.e. a green check mark)
   - where the report is currently sitting for approval (i.e. a black circle)
   - what the future approval steps are, if any

   The steps in the approval flow:
   - '**Authorized Approver' Step:** The approver will always be the 'Officer Academic, Senior Labour Relations'.
   - **'Approval for Processing' Step**: This step will be Accounts Payable.

   Report Timeline   ✕

   November 2023 Expenses | $25.20

   Approval Flow

   ● Authorized
     Approver
     Officer Academic,
     Senior Labour
     Relations

   ○ Approval for
     Processing

   Report Summary

   SUBMITTED
   Eight, Traveller 11/16/2023

   SUBMITTED & PENDING APPROVAL
   Eight, Traveller 11/16/2023

   Close

What next?
- Visit carleton.ca/facts/travel/contract-instructors to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca.