**How to Identify Status of Concur Submissions**

During fiscal year end, it will be very important for users to know where reports (expenses and pcard statements) submitted for payment are in the approval workflow in Concur.

* For FY24 expenses submitted in Concur, reports must be through *all approvals* by 5:00pm CST, 6/7/24.

Required approvals include:

* Special approvals (IT, Project)
* Human Resources Supervisor
* Financial Approver (Cost Object)

**It is the department’s responsibility to ensure all approvals are obtained to meet the above deadline.**

In order to help identify where reports are in the approval workflow, Concur users can review their submitted Expenses from the Manage Expenses page in Expense.



**Reach out to approvers and request their approval.** Review the Audit Trail to identify **who** needs to approve:

