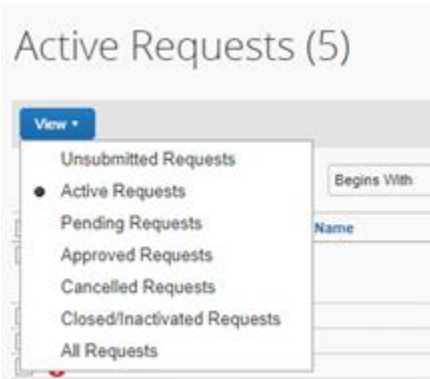


Locating Requests & Expense Reports

Follow these step by step instructions to view all your Requests in Concur:

1. Under “Manage Requests”, select **View** in the top left-hand corner.
2. Select the appropriate option from the dropdown.



(NOTE: Requests that have been approved will move to “Approved Requests” after **90 days**. They will no longer be visible as “Active Requests.”)

Similarly, Expense Reports can be located easily by using the dropdown in your Report Library.

1. Under Manage Expenses, select **Active Reports**.
2. Select the appropriate option from the dropdown.

