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.