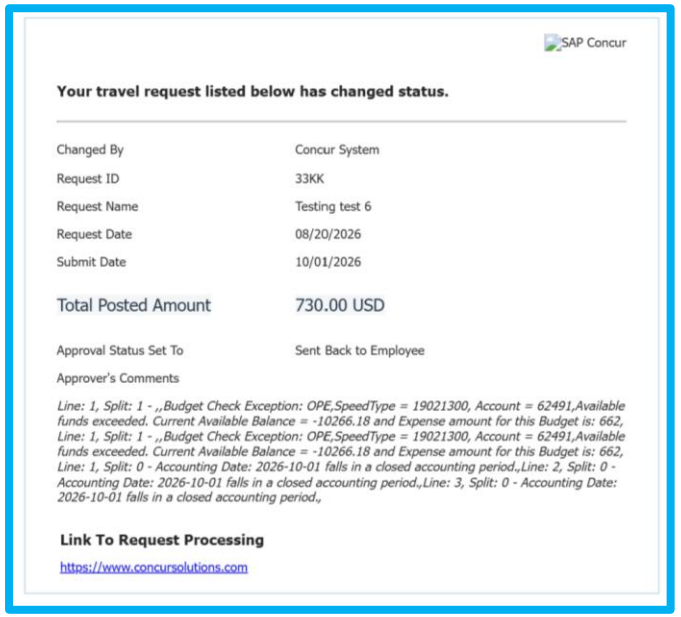
Understanding Budget Validation Errors

Pending External Validation means Budgeting is verifying available funding. If there's an issue, the request will be returned for corrections

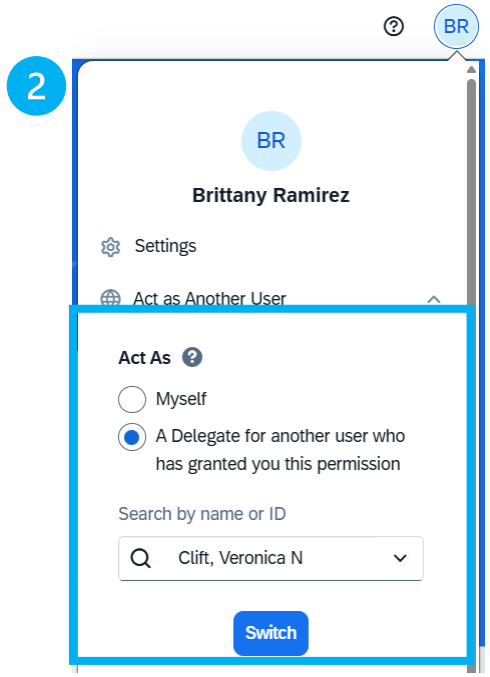
Any status changes and comments will be communicated **by email** and can also be viewed in the **request's timeline** and **audit trail** within Concur

1. **Check the Email Notification**
   The employee will receive an email showing the status change and comments
2. **Switch to the Employee's Profile**
   Use the **Delegate** feature
3. **Go to Requests** and select the Travel Request
4. **Select Request Details**
5. **Select Request Timeline**

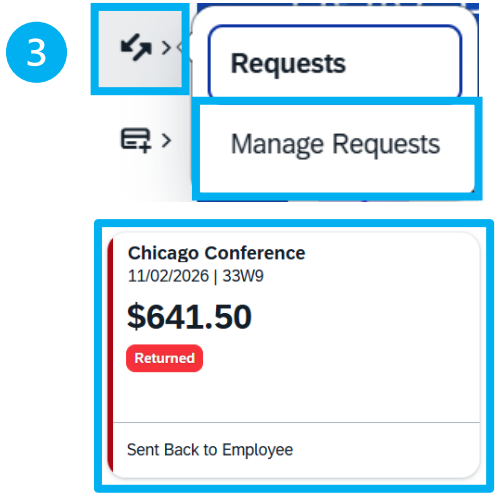
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2

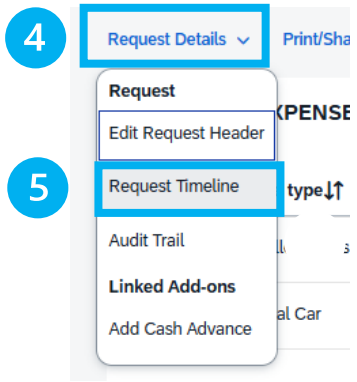


3



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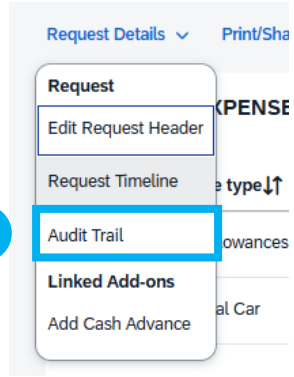
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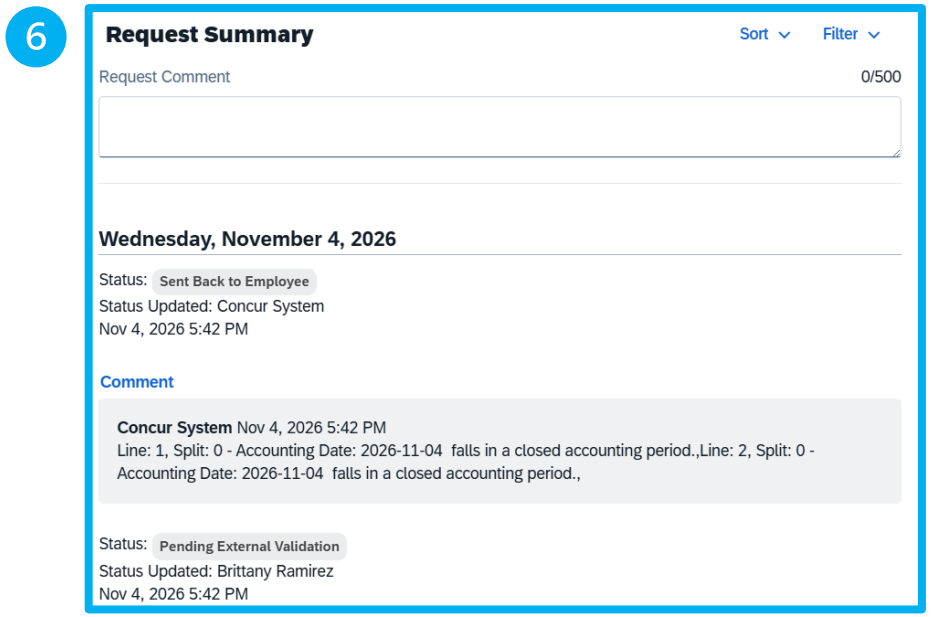


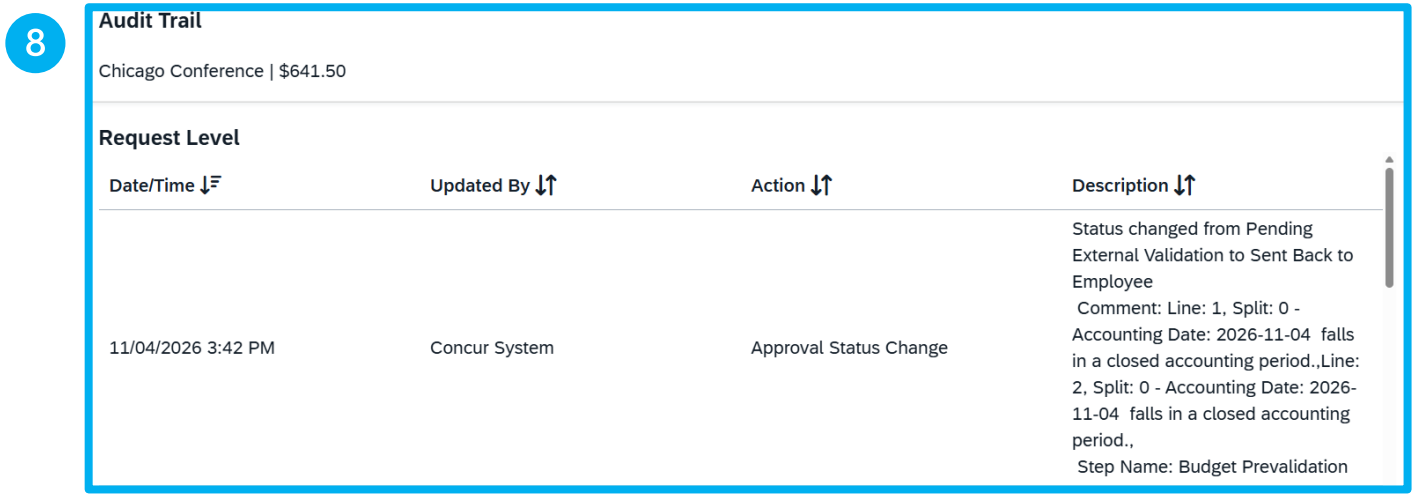
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6. **View the Budget Error**
   The Request Summary will show the status and comments explaining the error
7. **Check the Audit Trail**
   Select **Request Details > Audit Trail** to view the error and recent request activity
8. **View** the Budget Error in the Audit Trail







Next Up: Department Look Up Tool- Learn how the department look up too can help you