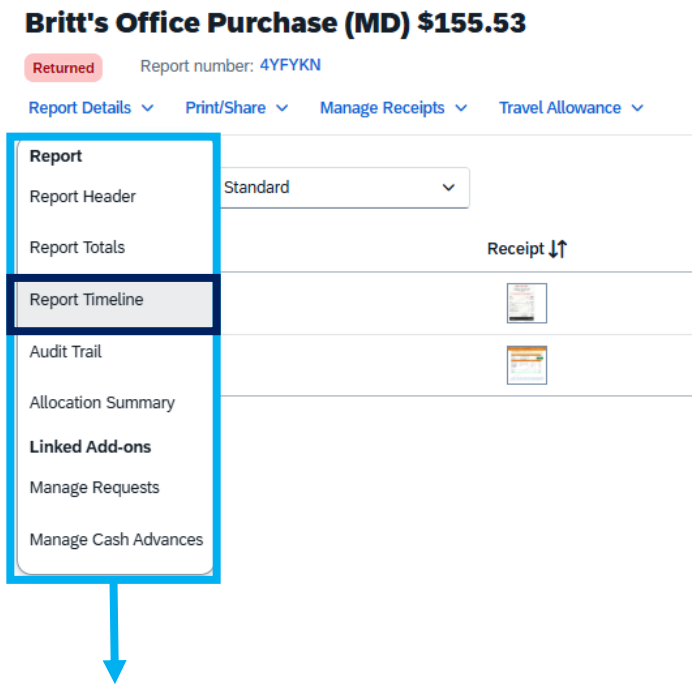
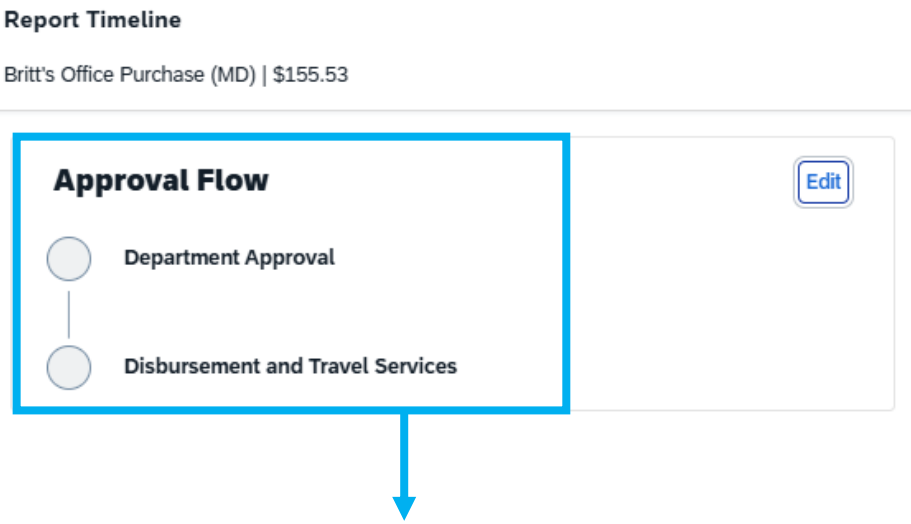
Expense Report - How to check the status



- Within the Expense Report, navigate to the **Request Details** link directly below the Request name.
- Select **Reportt Timeline** from the drop-down menu.



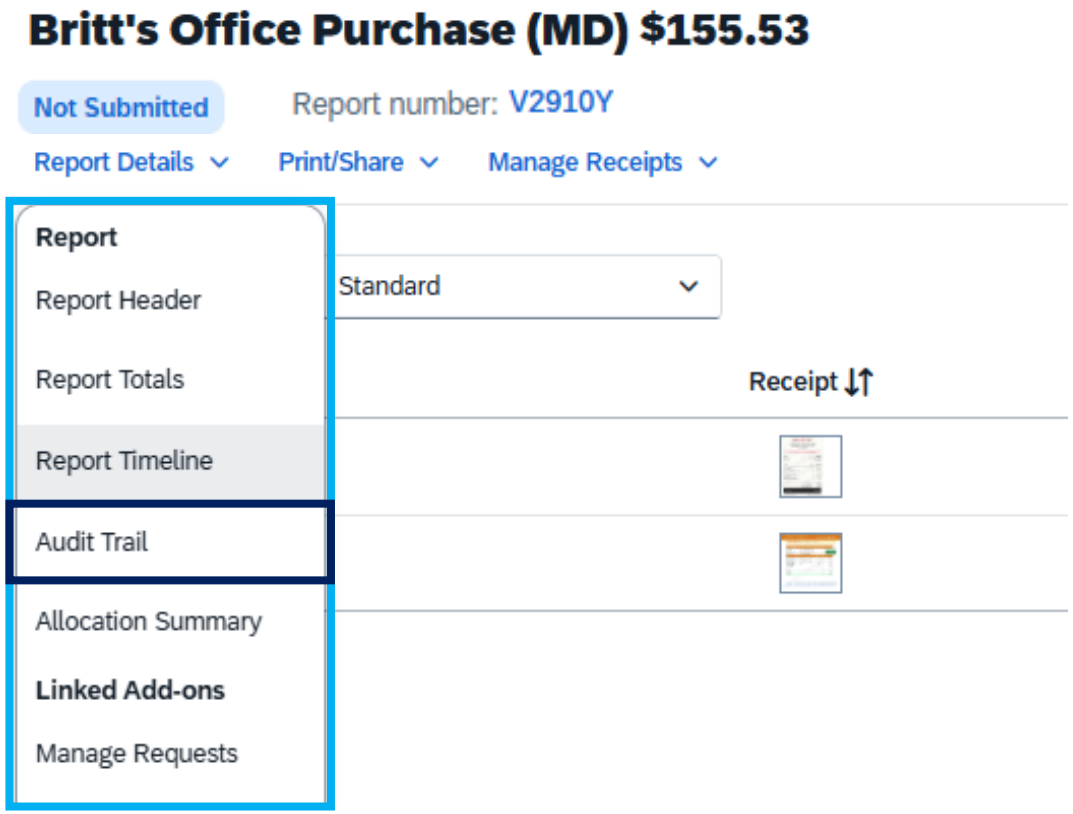
Icon Indicator meaning:

- **Pending approval** step will display a blue clock icon
- **Approved approval** step(s) will display a circle with a blue checkmark
- **Future pending approval** step(s) will display an empty circle.

Expense Report –

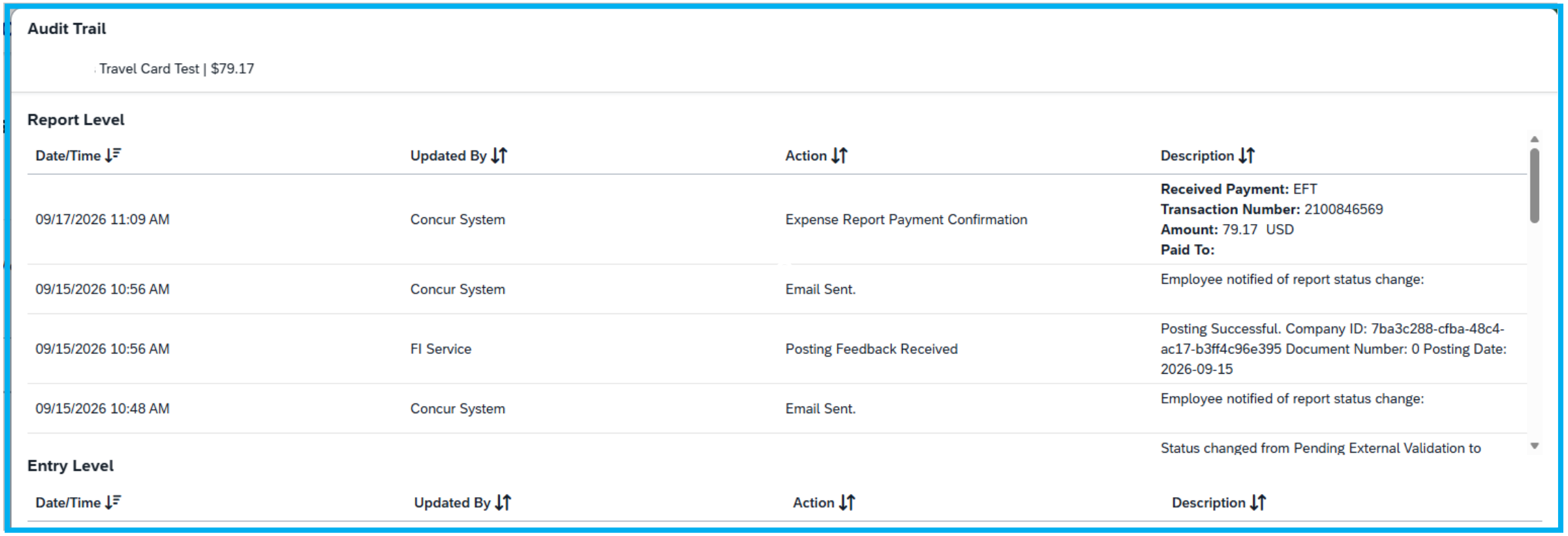
How to check audit trail & payment information

- Within the Expense Report, navigate to the **Request Details** link directly below the Request name.
- Select **Audit Trail** from the drop-down menu.



Expense Report –

How to check audit trail & payment information



Audit Trail

Travel Card Test | $79.17

Report Level

Date/Time	Updated By	Action	Description
09/17/2026 11:09 AM	Concur System	Expense Report Payment Confirmation	**Received Payment:** EFT **Transaction Number:** 2100846569 **Amount:** 79.17 USD **Paid To:**
09/15/2026 10:56 AM	Concur System	Email Sent.	Employee notified of report status change:
09/15/2026 10:56 AM	FI Service	Posting Feedback Received	Posting Successful. Company ID: 7ba3c288-cfba-48c4-ac17-b3ff4c96e395 Document Number: 0 Posting Date: 2026-09-15
09/15/2026 10:48 AM	Concur System	Email Sent.	Employee notified of report status change:
			Status changed from Pending External Validation to

Entry Level

Date/Time	Updated By	Action	Description