

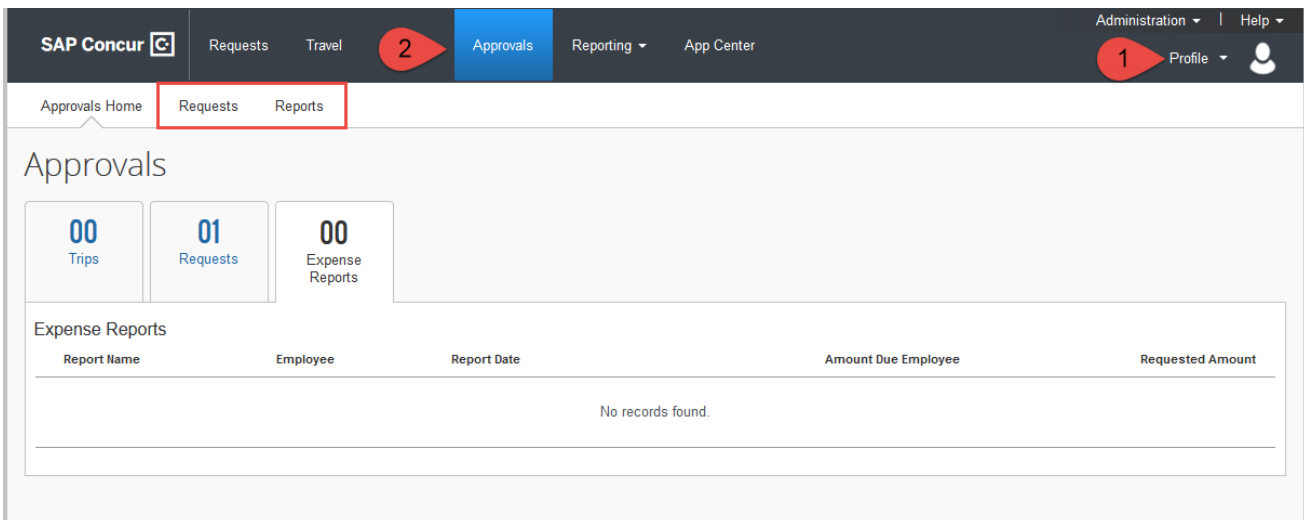


Accessing Past Approvals

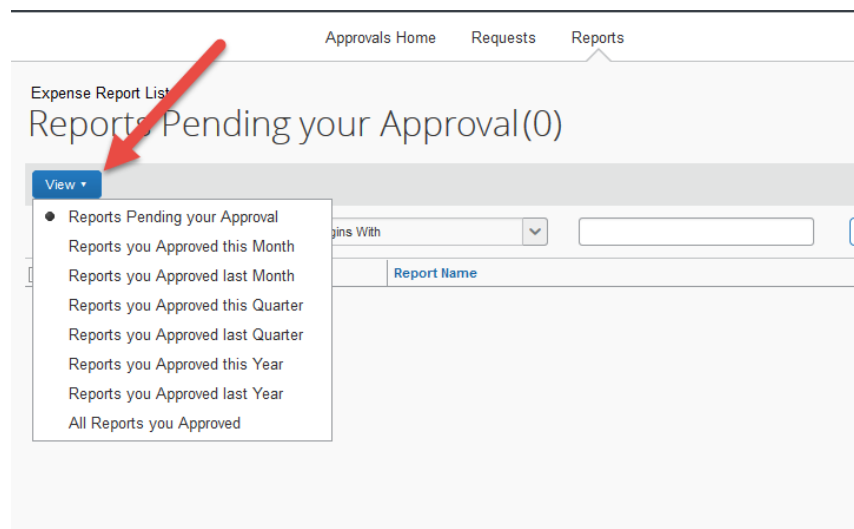
Purpose: From time to time an approver may wish to look at past requests and expense reports that s/he approved.

To access past approvals:

1. Log into Concur and, if needed, act on behalf of the approver whose transactions you wish to view. Approver delegates may view transactions of any user s/he is an approval delegate for.
2. Click on **Approvals**.
3. Click either **Requests** or **Reports**.



4. Concur displays Reports/Requests Pending Your Approval. Both tabs work identically. Users may click **View** to select a different range past approvals to view.





5. Click on a transaction to view it.

Expense Report List
All Reports you Approved

View ▾

Report Name ▾ Begins With ▾

<input type="checkbox"/>	Employee Name	Report Name	Comments	Status
<input type="checkbox"/>	Masimore, Lynn M.	Lynn to PC Concur Training		App
<p>⚠ You have unsubmitted university card transactions that exceed the age limit allowed by your university policy. These transactions should be submitted</p>				
<input type="checkbox"/>	Masimore, Lynn M.	Concur Training Marine Lab		App
<p>⚠ You have unsubmitted university card transactions that exceed the age limit allowed by your university policy. These transactions should be submitted</p> <p>⚠ One or more of these expenses were submitted before the trip end date. This rule does not apply to "Airfare", "Conference & Seminar Registration Fee"</p>				

Note: A red callout bubble with the text "Click to view" points to the "Report Name" column of the first row.