



## Accessing Past Expense Reports & Travel Requests

Purpose: There are many reasons a traveler or delegate may need to access a report/request from the past. The report (request) library allows a user to view past items. Travel reps may view reports and requests for any traveler they are a delegate for. Budget managers should request the Request & Expense Processor (Read Only) roles from the travel office.

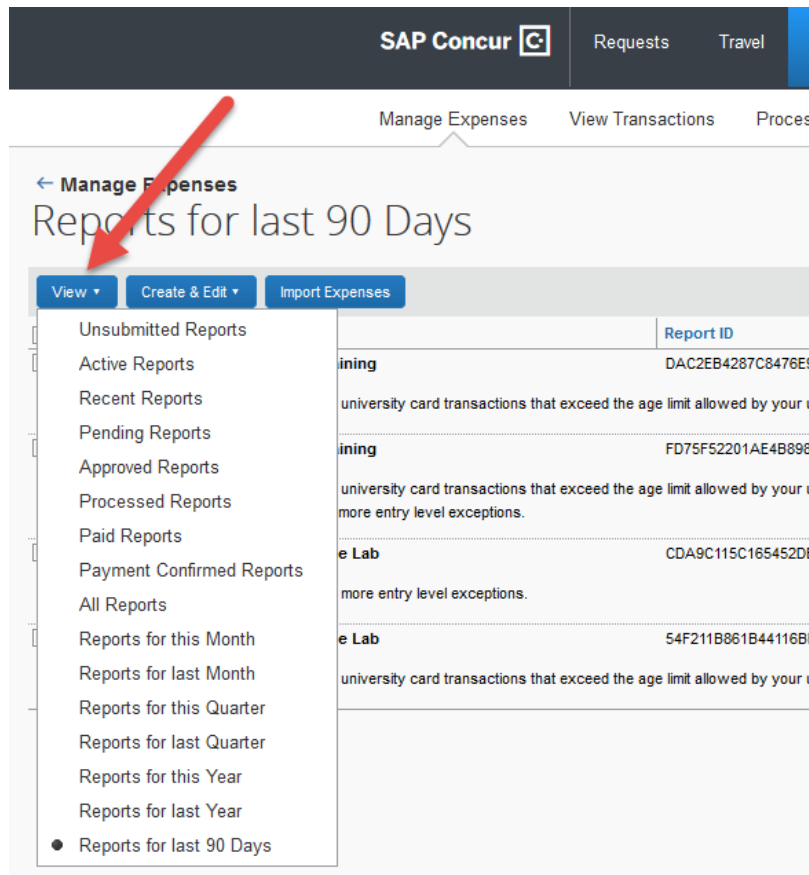
### To access the Report Library:

1. Log into Concur and, if needed, act on behalf of the traveler whose report you wish to view. Delegates may view reports of any user s/he is a delegate (travel rep) for.
2. Click on **Expense**.
3. Click **Report Library**.

The screenshot displays the SAP Concur interface for managing expenses. The top navigation bar includes 'Requests', 'Expense' (highlighted with a red '2'), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. The main content area is titled 'Manage Expenses' and 'ACTIVE REPORTS'. It features a 'Create New Report' button (marked with a red '3') and three report cards. The first two are 'NOT SUBMITTED' and the third is 'SUBMITTED'. Below the reports is an 'AVAILABLE EXPENSES' section with a table showing expense details.

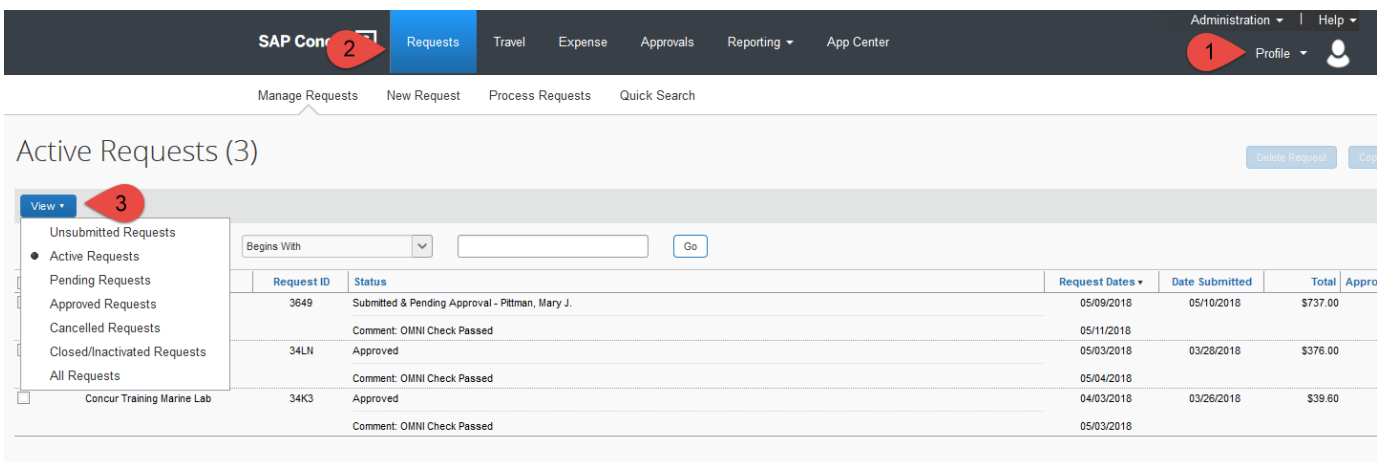
Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/> Courtyards SARASOTA, FL	Lodging		05/11/2018	\$311.36

4. Concur displays Reports for the last 90 Days. Users may click **View** to select a different range or a particular report status to view.
5. Click on an Expense Report to view it.
6. Users may also Create new Expense Reports or Itineraries & Import Expenses from this screen, but it's not recommended.



### Accessing Past Requests

1. Log into Concur and, if needed, act on behalf of the traveler whose request you wish to view. Delegates may view requests of any user s/he is a delegate (travel rep) for.



2. Active requests will display by default. Users may view other requests by clicking **View**.
3. Click on a request to view it.



4. Users may also copy, delete or close/inactivate a request from this screen, but best practice is to open the request and perform those actions once the user has reviewed the request's contents.