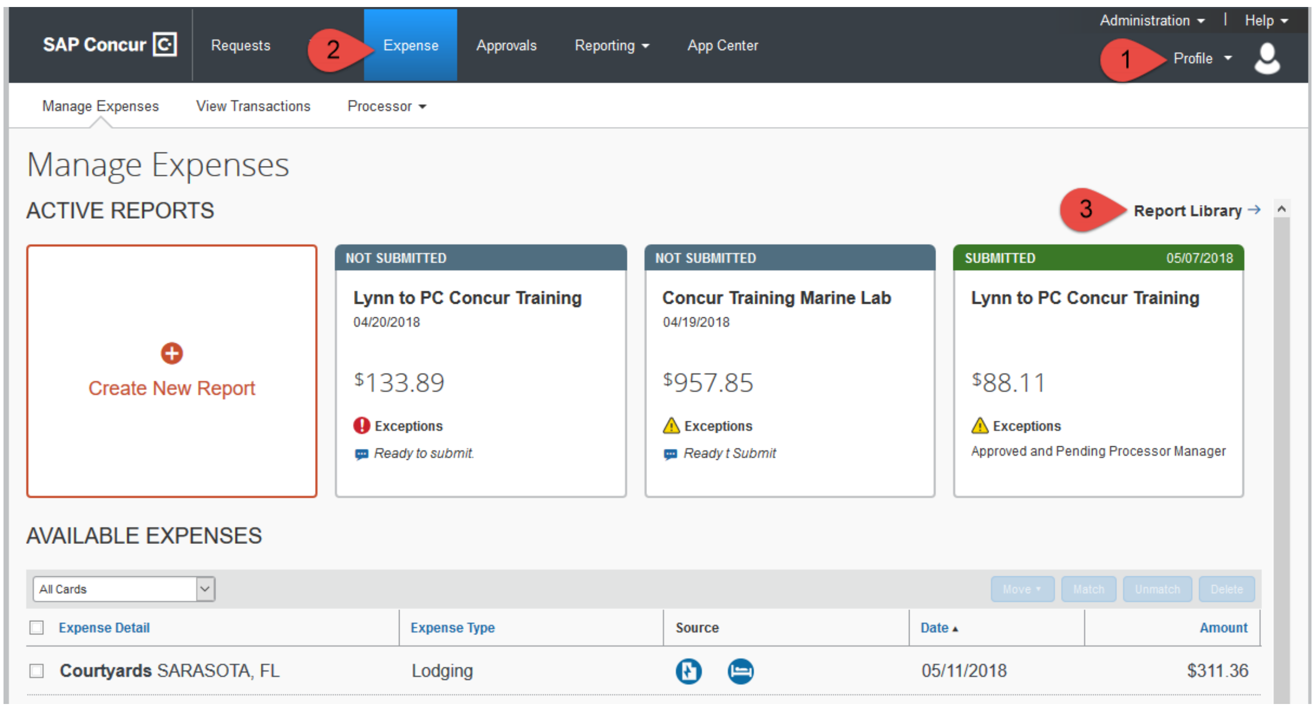
Accessing Past Expense Reports & Travel Requests

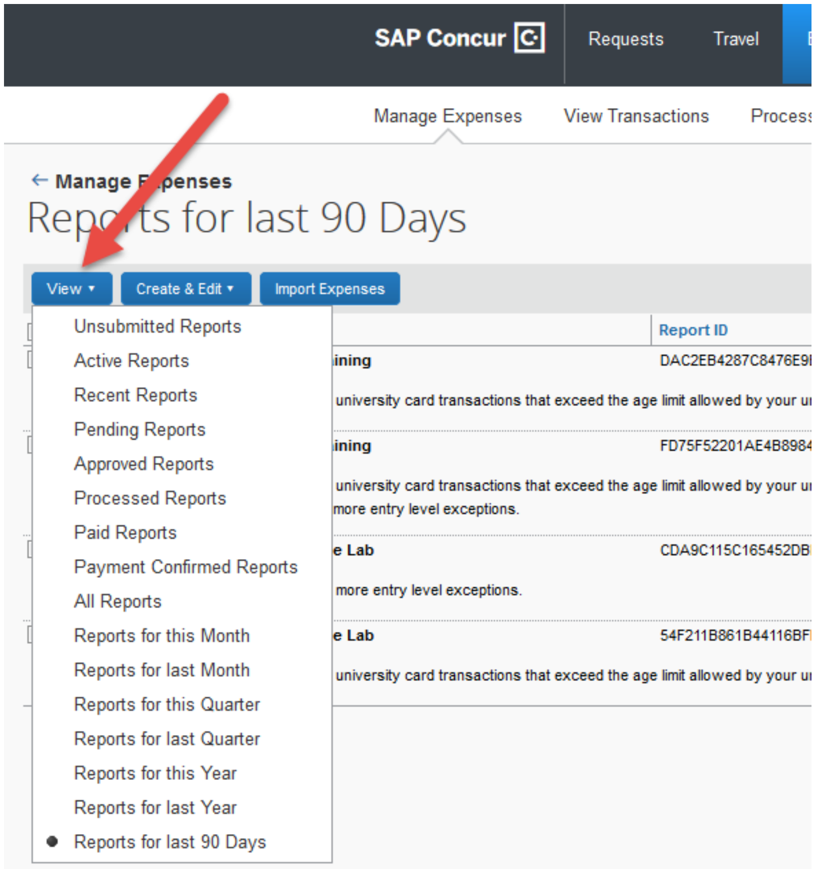
Purpose: There are many reasons a traveler or delegate may need to access a report/request from the past. The report (request) library allows a user to view past items. Travel reps may view reports and requests for any traveler they are a delegate for. Budget managers should request the Request & Expense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

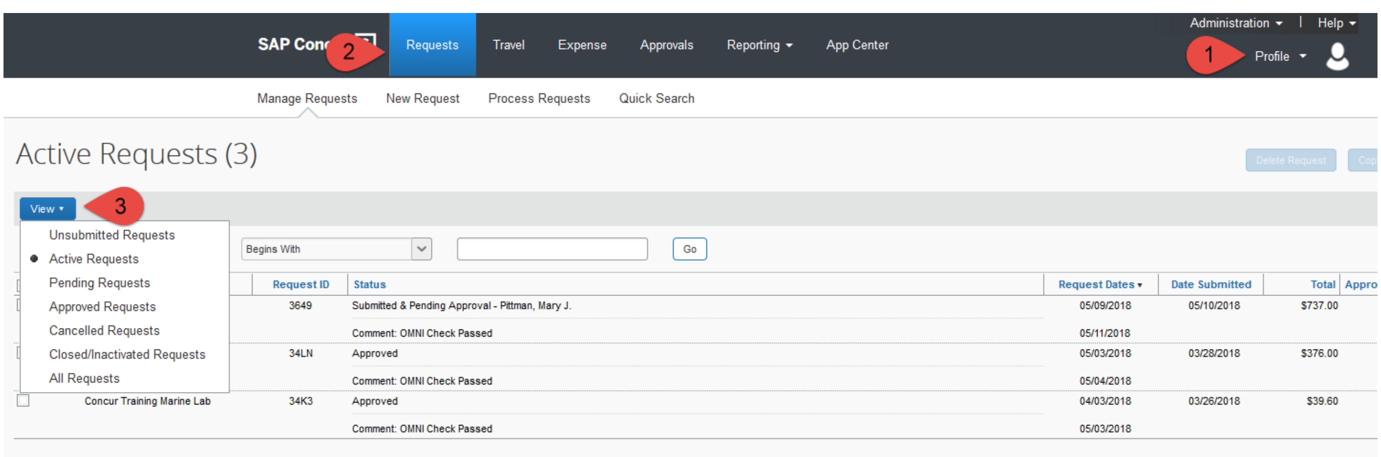


4. Concur displays Reports for the last 90 Days. Users may click **View** to select a different range or a particular report status to view.
5. Click on an Expense Report to view it.
6. Users may also Create new Expense Reports or Itineraries & Import Expenses from this screen, but it's not recommended.



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.