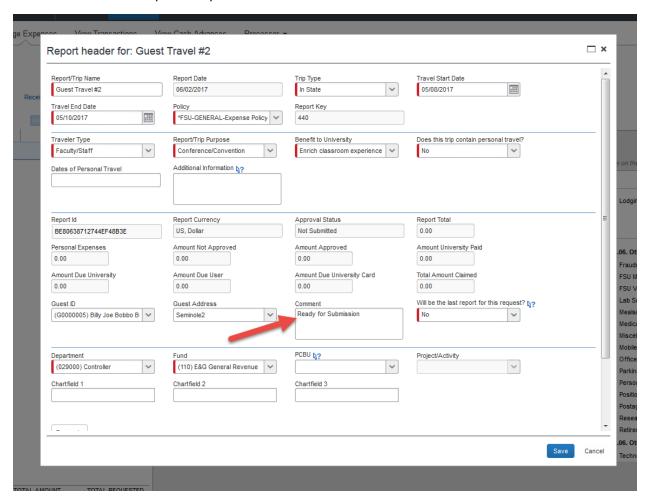


Communicating ER Submission Status to Travelers

Purpose: Travel representatives can create expense reports up to the point of submission, but the traveler must submit the report. Without clear communication, travelers could submit expense reports created on their behalf before they are ready for submission.

Add Comment:

Once Travel Rep has completed the expense report and cleared all audit rules, type, "Ready for Submission." in the comment field of the Expense Report Header and click Save.





As Viewed by Traveler:

When the traveler opens Concur and clicks on the **Expense** button, the comment appears on the tile for that ER, indicating that it's ready for the traveler to submit.

