What is it?

You can use the Report Timeline feature to view the approval status of an Expense Report.

Who’s it for?

Anyone who has submitted an Expense Report.

How do I do it?

1. Log into Concur and click the Expense tab. Your Active Reports (currently being worked on or submitted into workflow) appear.

2. Click the Expense Report you want to view.

3. Click the Report Details dropdown and select Report Timeline.
The Report Timeline screen displays the Approval Flow and the Report Summary showing the Approval status and the actions taken on your Expense Report.

Where do I get help?

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center