1. Step 1: Click on **"Expense"** on the top left of the Concur page
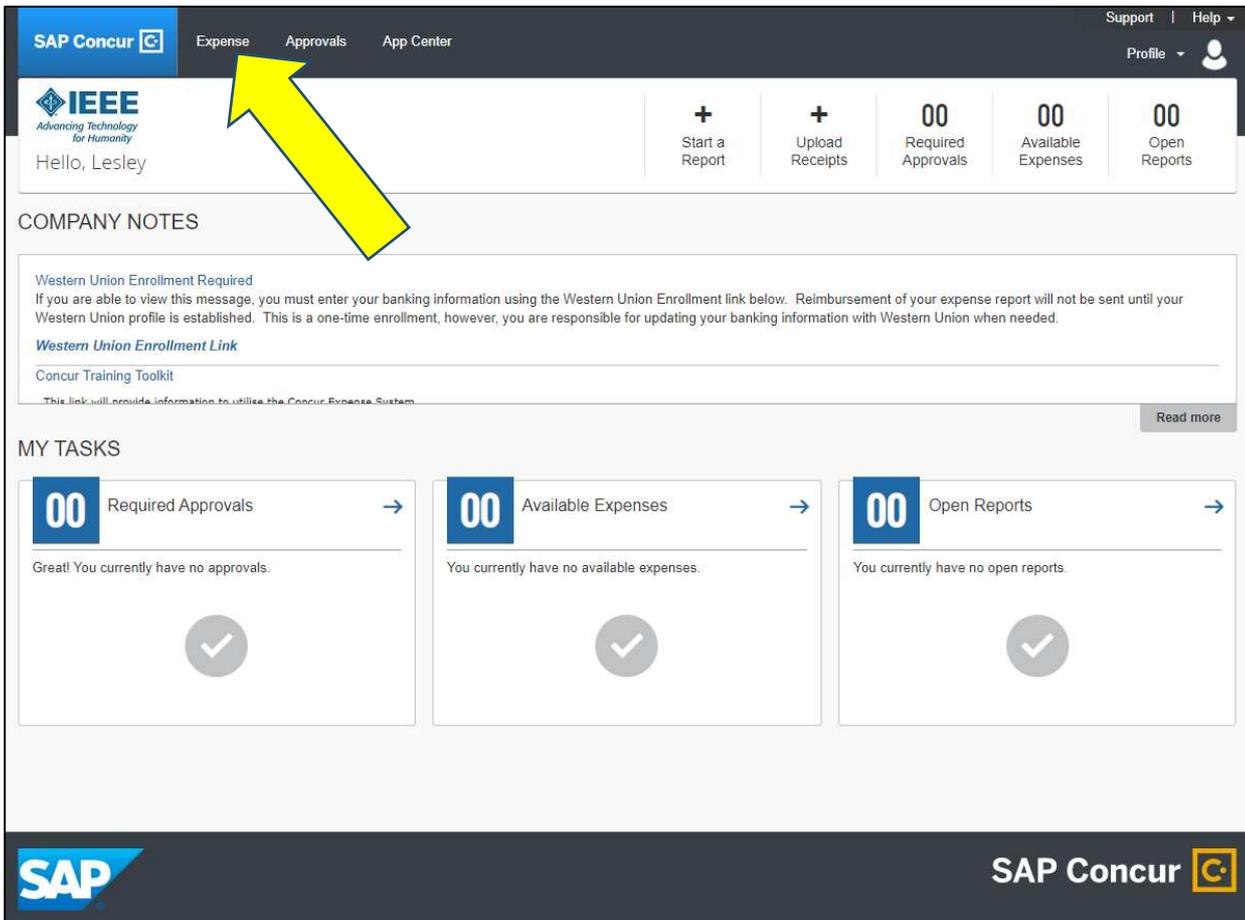
2. Step 2: Click on "Report Library" on the top right hand side of the page to list all your expense reports and the view the status of each expense report.
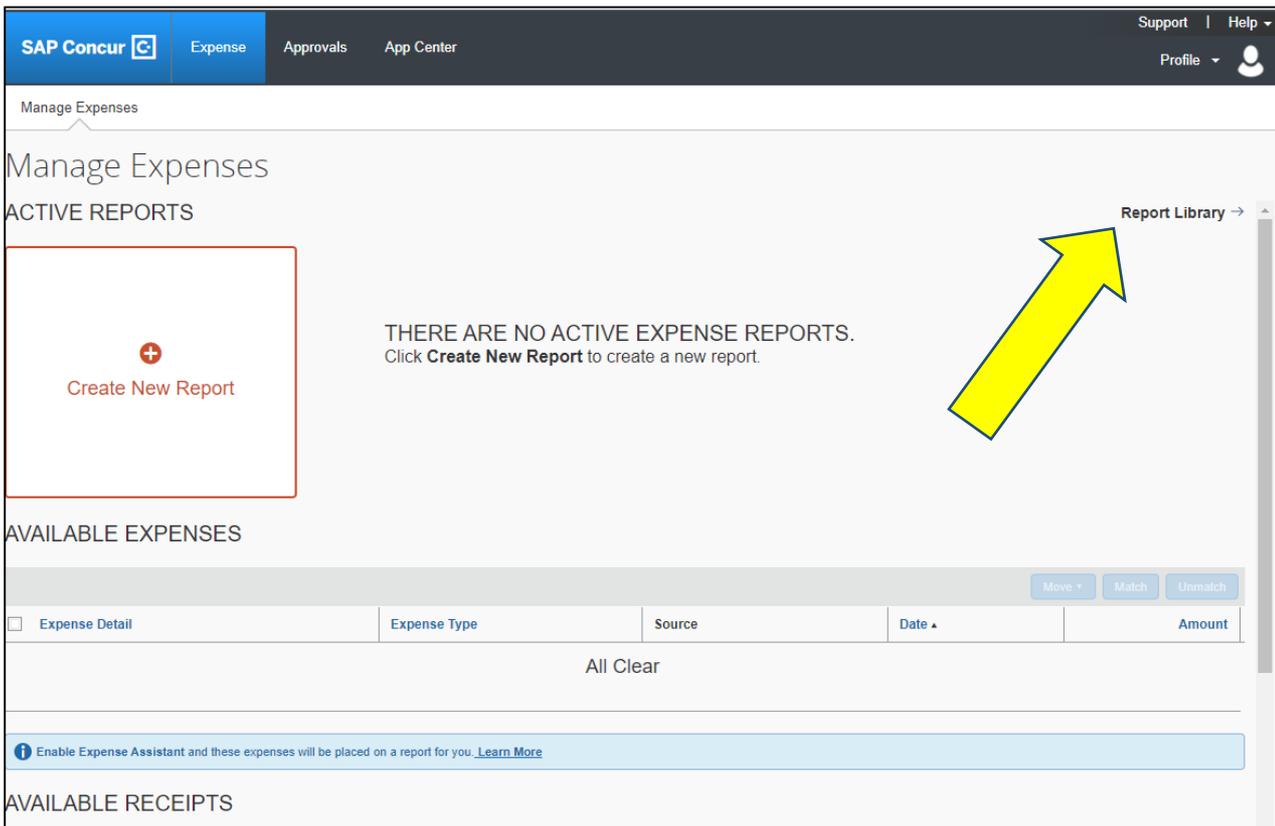
3. Step 3: View the full list of expense reports submitted by you. The status of each expense report will be indicated under the "payment status" column. Payment confirmed indicates that the payment has been made to your bank account.