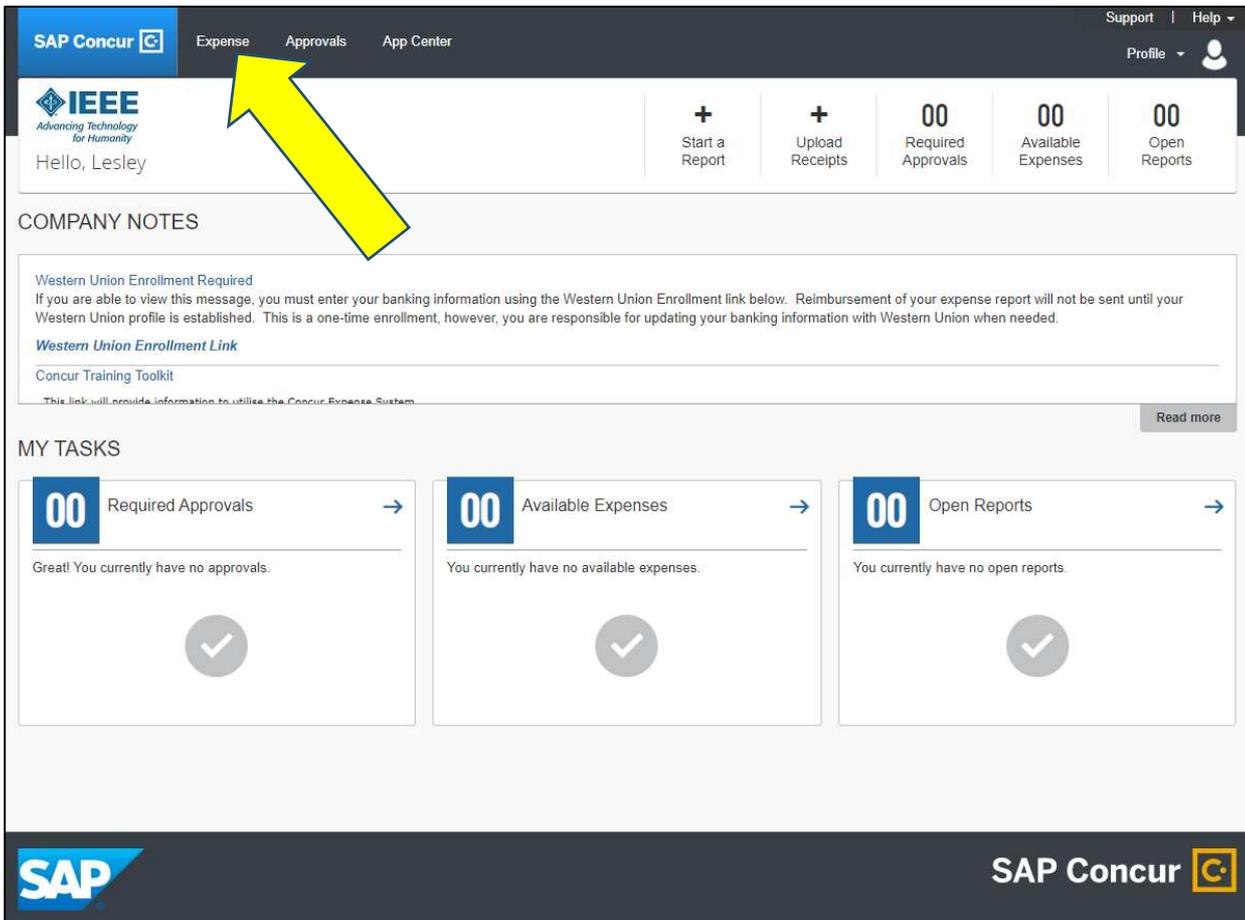
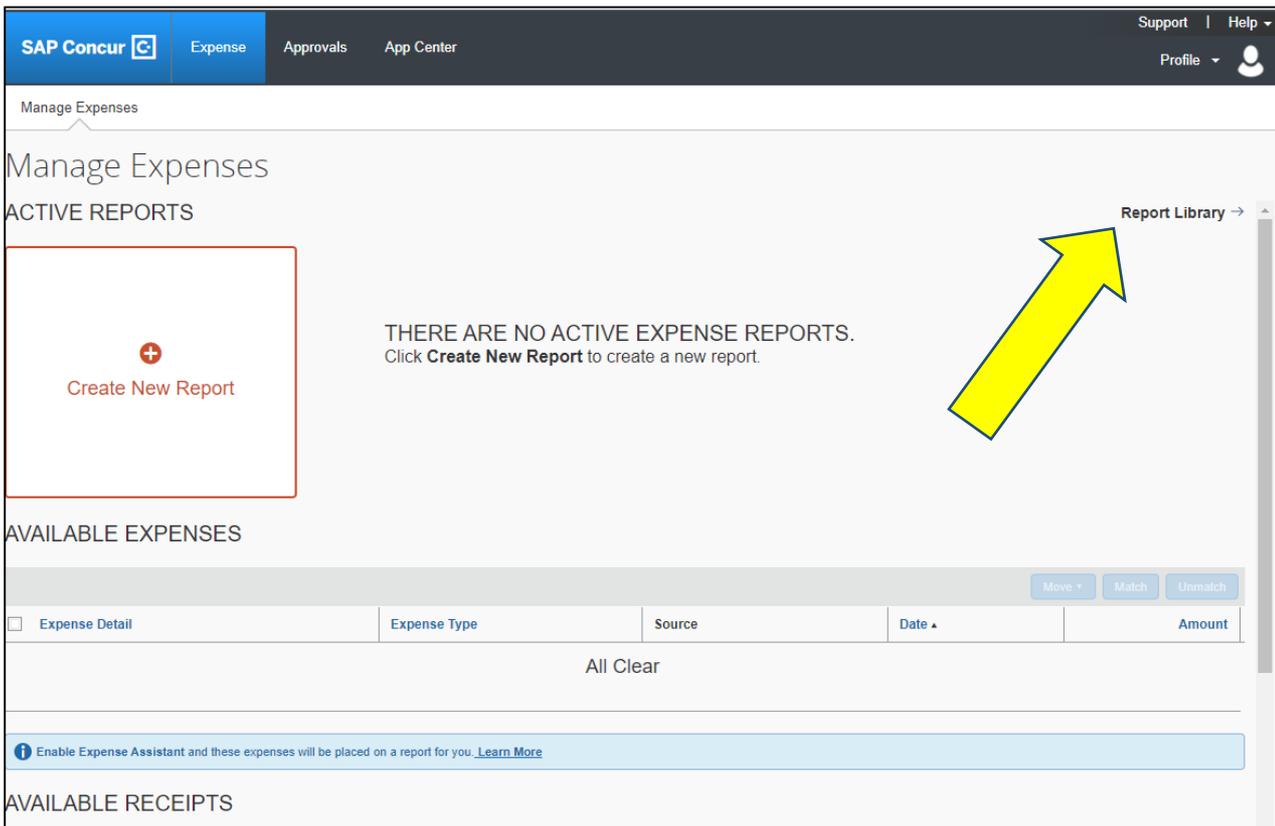


1. Step 1: Click on "Expense" on the top left of the Concur page



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.

SAP Concur Expense Approvals App Center Support | Help Profile

Manage Expenses

← Manage Expenses Reports for last 90 Days Delete Report Copy Report

View Create New Report Import Expenses

<input type="checkbox"/>	Report Name	Report ID	Comments	Status	Payment Status	Report Date	Total	Requested Amount
<input type="checkbox"/>	CMD Courier	07046EA08EFC4A328EEA	Your report has been audited. If you have any questions please contact audit.support@sap.com.	Approved	Payment Confirmed	12/24/2019	ZAR 340.00	ZAR 340.00
<input type="checkbox"/>	IAS Annual Meeting CMD Expenses	3A88B19704314600A40A	Your report has been audited. If you have any questions please contact audit.support@sap.com.	Approved	Payment Confirmed	12/23/2019	ZAR 7,727.51	ZAR 7,727.51

