



**Concur Expense Report Approval and Payment Statuses**

Concur Expense Report Approval Status		
Not submitted		<ul style="list-style-type: none"> <li>• Either employee or delegate created</li> <li>• Both can edit</li> <li>• Employee can submit</li> </ul>
Hold for receipt image		<ul style="list-style-type: none"> <li>• Submitted but missing required receipt</li> <li>• Cannot be modified except to attach receipts</li> <li>• Employee can recall</li> <li>• Approver cannot see yet</li> </ul>
Pending approval – (Approver Name)		<ul style="list-style-type: none"> <li>• Cannot be modified except to attach receipts</li> <li>• Employee can recall</li> <li>• Approver can add comment, approve, send back, or approve and forward to additional approver</li> </ul>
Sent back to employee		<ul style="list-style-type: none"> <li>• Either employee or delegate can edit</li> <li>• Employee can submit</li> <li>• Approver cannot see</li> </ul>
Approved and In Accounting Review		<ul style="list-style-type: none"> <li>• Cannot be modified except to attach receipts</li> <li>• Employee can recall</li> </ul>
Final Accounting Approval		<ul style="list-style-type: none"> <li>• Cannot be modified except to attach receipts</li> <li>• Employee can recall</li> </ul>
Approved		<ul style="list-style-type: none"> <li>• Either Processing Payment or Extracted for Payment</li> <li>• No edit or recall</li> <li>• Employee, delegate or approver can still attach receipts</li> </ul>

Concur Expense Report Payment Status		
Not paid		<ul style="list-style-type: none"> <li>• Still in process</li> </ul>
Processing payment		<ul style="list-style-type: none"> <li>• Will be extracted for payment that evening</li> </ul>
Extracted for payment		<ul style="list-style-type: none"> <li>• M-Pathways voucher created next day</li> </ul>