Once a travel request or expense report has been acted upon, it no longer appears on the current approval screen. To view reports that have been approved, click on the Approvals tab at the top of the screen.

| SAP Concur C Requests Travel | Expense Approvals Reporting - | App Center | | | | Support I Help - Profile - | | |
|---|---|-----------------|------------------------------------|---------------------------------|------------------------------------|-------------------------------|--|--|
| Nebraska Hello, Supervisor Approver1 | | ₽ New | 34 Required Approvals | 01 Authorization Requests | OO Available Expenses | OD Open Reports | | |
| TRIP SEARCH | ALERTS | | | | | | | |
| ★ Image: mail the search | As a University of Nebraska employee, you are eligible for a free TripIt Pro subscription. Learn More and Activate Net right now You haven't signed up to receive e-receipts. Sign up here | | | | | | | |

TRAVEL REQUEST APPROVALS

To view travel requests, click on the *Requests* tab. Click on the View • and select an option from the dropdown menu.

| Approvals Home | Requests Report | s | | | | | | | | |
|--|---------------------------|------------|-----------------|---------|----------------|------------|------------|------------|---|--|
| Requests Pending your Approval (27) | | | | | | | | | | |
| View • • Requests Pending your Approval Requests you Approved this Month | s V/ith | ~ | | Go | | | | | | |
| Requests you Approved last Month | pl <mark>oyee Name</mark> | Request ID | Request Dates • | Comment | Date Submitted | Total | Approved | Remaining | | |
| Requests you Approved this Quarter | t, Traveler22 | 3CQJ | 11/14/2018 | | 09/20/2018 | \$1,505.00 | \$1,505.00 | \$1,505.00 | ^ | |
| Requests you Approved last Quarter | | | 11/18/2018 | | | | | | | |
| Requests you Approved this Year | t, CTraveler2 | 3DPV | 11/13/2018 | | 09/25/2018 | \$1,017.50 | \$1,017.50 | \$1,017.50 | | |
| Requests you Approved last Year | | | 11/16/2018 | | | | | | | |
| All Approved Requests | t, CTraveler2 | 3DYA | 11/13/2018 | | 09/25/2018 | \$823.00 | \$823.00 | \$823.00 | | |
| · · · · | | | 11/15/2018 | | | | | | | |

EXPENSE REPORT APPROVALS

To view expense reports, click on the *Reports* tab. Click on the <u>View</u> and select an option from the dropdown menu.

| | Approvals Home | | Requests Reports | | | | | | |
|---|-----------------------------------|---|-------------------------|-------------|----------------|------------|----------------|------------------|--|
| Expense Report List Reports Pending your Approval(7) | | | | | | | | | |
| Vie | w T | 1 | | | | | | | |
| • | Reports Pending your Approval | | Mah | | | | | | |
| | Reports you Approved this Month | ľ | | | | | | | |
| 1 | Reports you Approved last Month | | Report Name | Report Date | Date Submitted | Total | Amount Due Emp | Requested Amount | |
| 0 | Reports you Approved this Quarter | I | Books HR SAP books | 09/20/2018 | 09/20/2018 | \$50.00 | \$50.00 | \$50.00 | |
| Ĩ | Reports you Approved last Quarter | | Books | 09/18/2018 | 09/18/2018 | \$50.00 | \$50.00 | \$50.00 | |
| 1 | Reports you Approved this Year | - | Books for HR course | 00/13/2018 | 00/13/2018 | \$250.00 | \$250.00 | \$250.00 | |
| 1 | Reports you Approved last Year | I | feafe | 03/13/2010 | 05/15/2010 | \$230.00 | \$250.00 | \$250.00 | |
| [| All Reports you Approved | I | labels Needed labels | 09/10/2018 | 09/10/2018 | \$1,200.00 | \$1,200.00 | \$1,200.00 | |
| | Test, LTraveler19 | | home depot | 09/05/2018 | 09/05/2018 | \$5.00 | \$5.00 | \$5.00 | |