Traveler Submitting Expense Report (voucher) after Delegate has prepared

You will receive an email notification stating you have an Expense Report pending your approval/submission

1. Login to Concur, click on the Expense (voucher) tab in the top black bar

   ![Concur Expense Tab](image)

2. You will see your Available Expenses and the status of the report will be at the top of each report.
   a. It will either say Not Submitted or Submitted.
   b. Under the dollar amount it tells you the action needed.
   c. Ready for Review means you have to review the report and if all looks well click on the red Submit Report button.

3. Click on the Expense Report that needs to be submitted for approval. It will open up the report and bring you directly to the Expense screen.
4. Click on Print/Email link and select CCSU Detailed Report with Summary Data

5. The Expense Report will give you a detailed summary of your travel expenses
6. If everything looks fine on your summary report then click on the top red Submit Report button

7. If any corrections need to be made, let the delegate know so it can be corrected.