

## Concur Custom Reports

REPORT NAME	REPORT DESCRIPTION
<b>Sent Back To User</b>	<p>Expense reports and travel requests that have been sent back to the user (i.e. no longer in the Workflow).</p> <p>Includes the step in the Workflow in which the report/request was sent back and any comments associated.</p>
<b>Expense Report Status by Employee</b>	<p>View expense report details by status –</p> <ul style="list-style-type: none"> <li>• Not Submitted</li> <li>• Pending Approval</li> <li>• Sent Back to User</li> <li>• Approved</li> </ul>
<b>Travel Request Status by Employee</b>	<p>View travel request details by status –</p> <ul style="list-style-type: none"> <li>• Not Submitted</li> <li>• Pending Approval</li> <li>• Sent Back to User</li> <li>• Pending on-line Booking</li> <li>• Approved</li> <li>• Cancelled</li> </ul>
<b>Travel Expense Claims Detail</b>	<p>View expense report claims details by expense type – Hotel, Per Diem, Taxi, Airfare, Parking, etc.</p> <p>Includes payment type, payment status, and sent for payment information</p>
<b>Travel Expense by Project</b>	<p>View expense report claims details by account code – 3321, 3311, 3321, 3285, etc.</p> <p>Includes payment type, payment status, and sent for payment information.</p>
<b>Security Report</b>	<p>View approver details –</p> <ul style="list-style-type: none"> <li>• Cost Center Approvers</li> <li>• Department Travel Admin Approvers</li> <li>• Supervisor Approvers</li> <li>• Delegate Approvers</li> </ul>