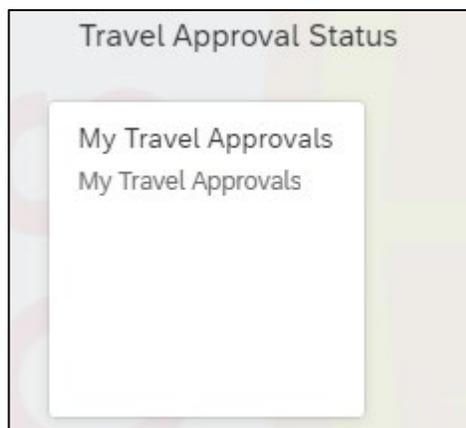


HOW TO CHECK MY TRAVEL REQUEST/EXPENSE REPORT STATUS

This job aid is to provide step-by-step instructions for checking the status of your travel requests and expense reports.

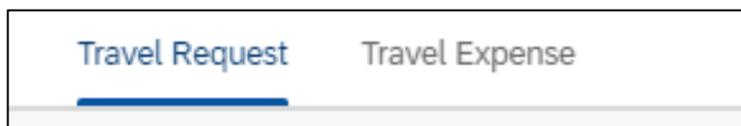
1. Log into [ESS](#).
2. Click on the “My Travel Approvals” tile.



3. You will see all of your submitted travel requests and expense reports.
Requests/Expense Reports that were rejected/sent back to you will not appear on this list.

Current Approval Status	Personal Number	Traveler Name	Traveler Cost Center	Location Code
⊙			1155501	
⊙			1155501	
⊙			1155501	

4. You can filter for Travel Request or Travel Expense by clicking on the tab.



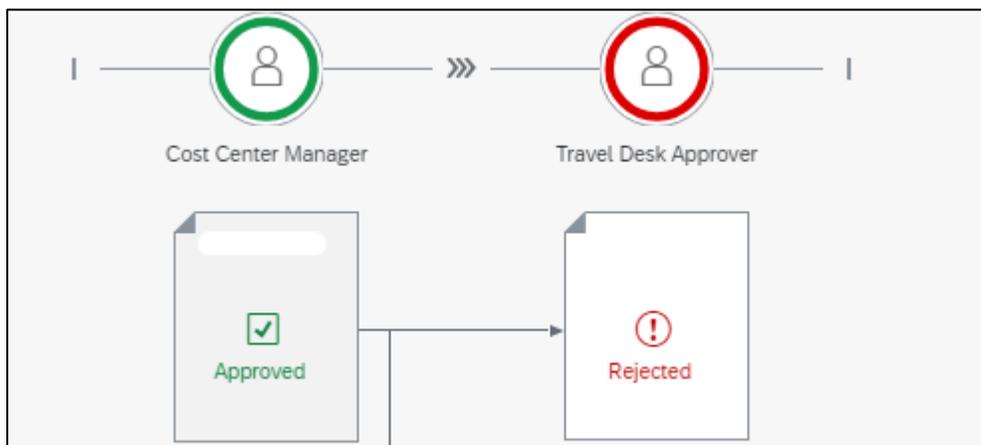
5. The Approval Status with the green indicates that the trip is approved. The red indicates that the approval status is still pending approval.

Current Approval Status	Personal Number	Traveler Name	Traveler Cost Center Location Code
●			1155501
●			1155501

6. To check the status of your request, click on the request line.

Current Approval Status	Personal Number	Traveler Name	Traveler Cost Center Location Code
●			1155501
●			1155501

7. You will see who approved, and who rejected.



8. To the right, you will see a Comments field. You will see the comments by the approver if they provided one.



9. If the request was rejected, you or the Site Travel Specialist will need to make the corrections in Concur and resubmit the travel request. Once resubmitted, the request will reroute to all the approvers again.