

SAP Concur

PROCUREMENT SERVICES DIVISION



End-USER Training

How to Check the Status of My
Travel Request or Expense Report

The purpose of this job aid is to show how to check the status of travel request or expense report.

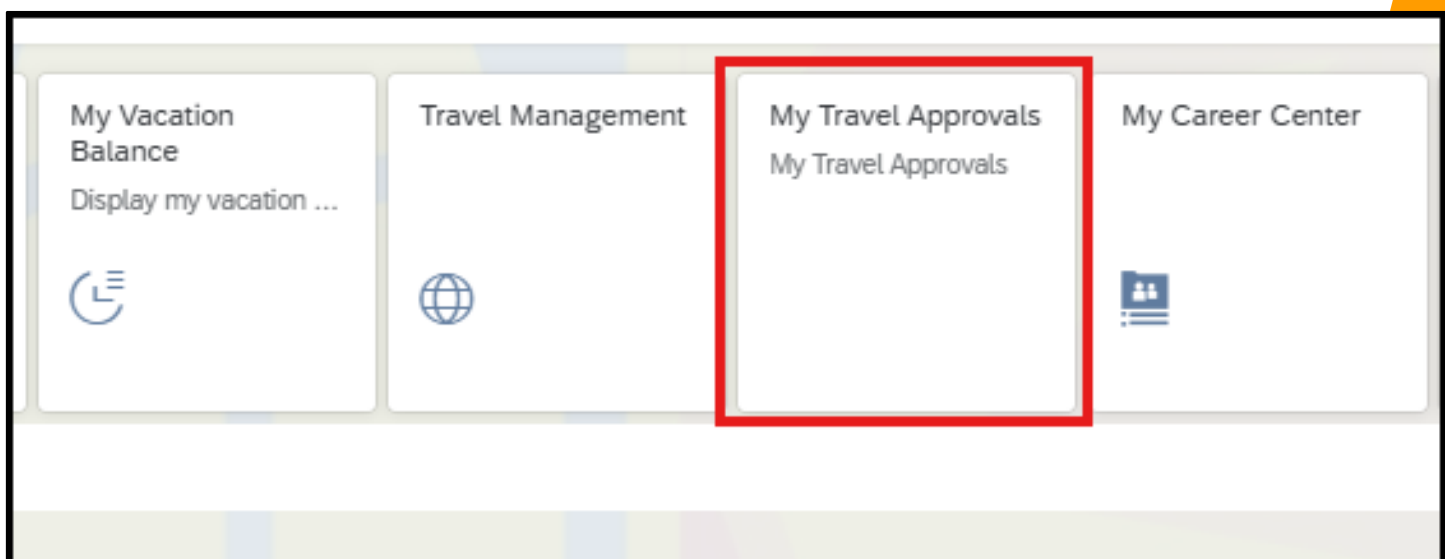
1

To access Concur Travel, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



2

Click on the **My Travel Approvals** tile.



3

You will see all your **submitted travel requests** and **expense reports**.

Expense Reports that were rejected will not appear on this list.

Current Approval Status	Personal Number	Traveler Name	Traveler Cost Center	Location Code
<input checked="" type="radio"/>				
<input checked="" type="radio"/>				
<input checked="" type="radio"/>				




4

You can filter for **Travel Request** or **Expense Reports** by clicking on either tab.

<input checked="" type="radio"/> Travel Request	<input type="radio"/> Travel Expense			
Current Approval Status	Personal Number	Traveler Name	Traveler Cost Center	Location Code
<input checked="" type="radio"/>				




5

The approval status with the **green circle** indicates that the trip is **approved**. The **red** indicates that the approval status was **rejected**. The **orange** indicates that your request is **pending approval**.

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

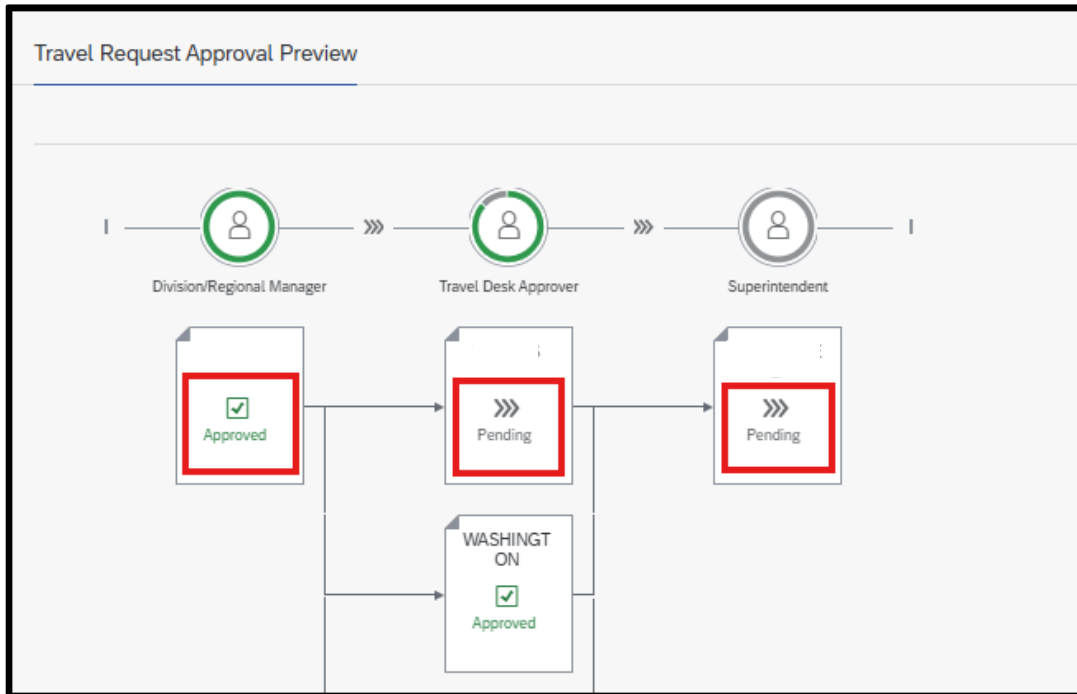
6

To check the **status**, click on the line for the desired trip.

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

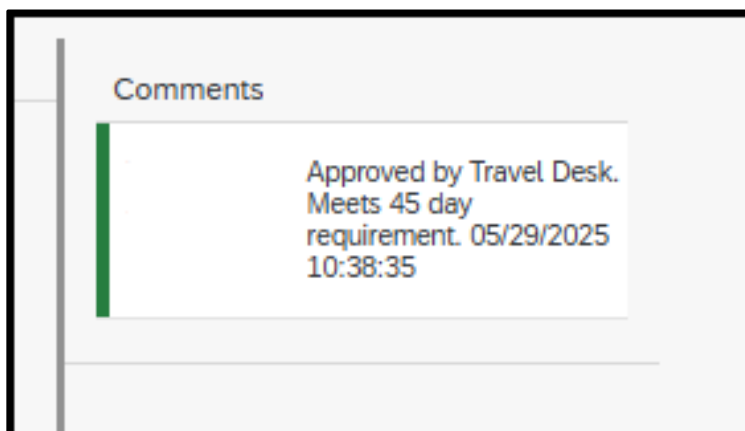
7

The **approval workflow** will show which approver has approved, who the request is pending with, or who has rejected it.



8

To the right, you will see the **comments field**. If an approver provides a comment, it will appear in this section.



If the request was **rejected**, you or the Site Travel Specialist will need to make the corrections in Concur and resubmit the request. Once resubmitted, **your approval workflow will reset and will reroute to all the approvers again.**