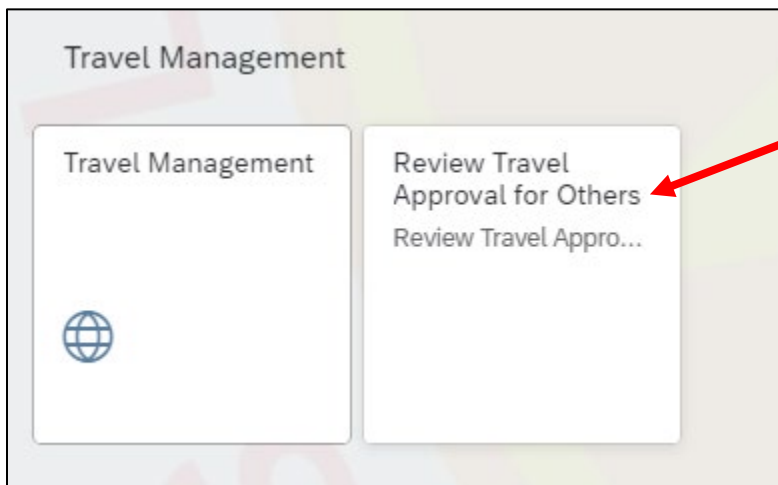


# SITE TRAVEL SPECIALISTS

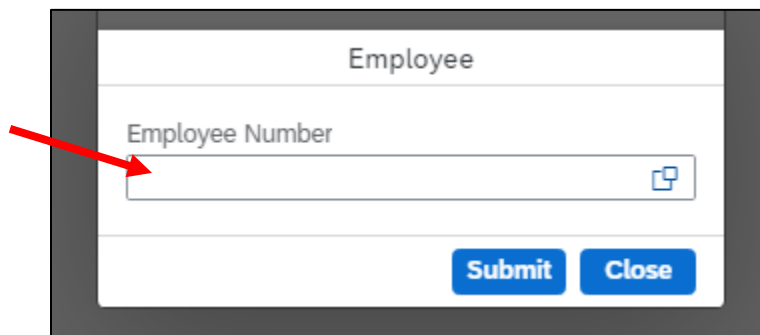
## HOW TO CHECK TRAVEL REQUEST/EXPENSE REPORT STATUS OF OTHER EMPLOYEES

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

1. Log into [ESS](#).
2. Click on “Review Travel Approval for Others” tile.



3. Click on the Employee ID field. A new window will pop up.



4. You can search for the Employee by their Employee ID #, First Name, or Last Name.

Employee Select

Search

☒ Personnel No ☐ First Name ☐ Last Name

5. Choose the correct employee then click "Submit".

Employee

Employee Number

00612526

Submit

Close

6. You will see all of their submitted travel requests and expense reports.

Requests/Expense Reports that did not pass through budget check successfully will not show up on this list.



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

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



Travel Request

Travel Expense

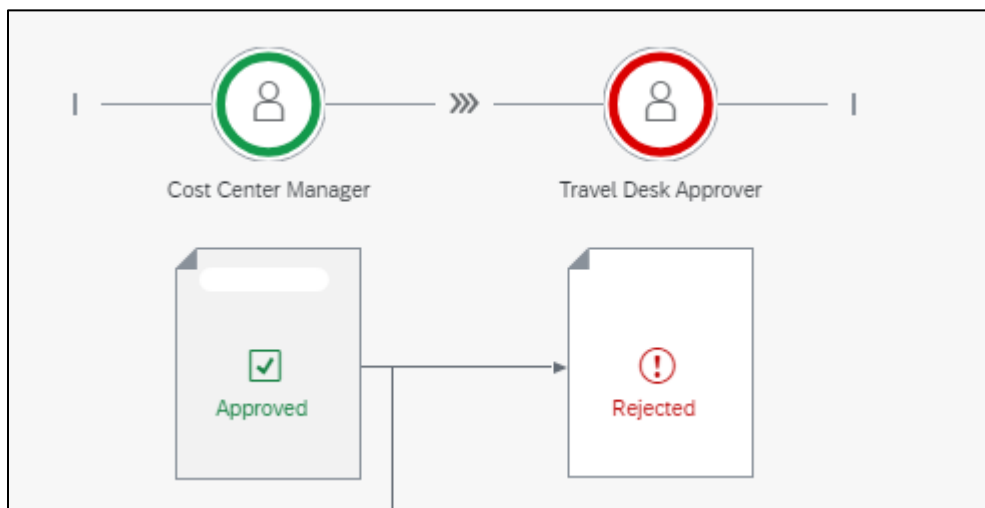
8. The Approval Status with the **green circle** indicates that the trip is approved.  
The **red circle** indicates that the approval status is still pending approval.

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

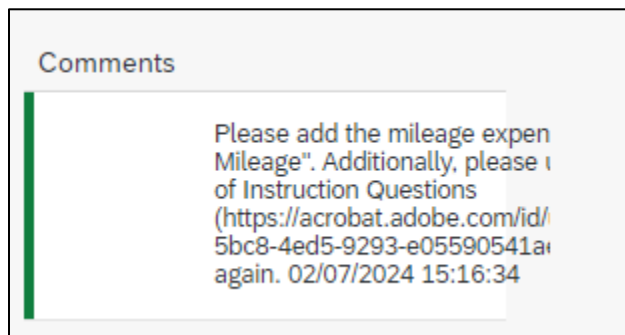
9. To check the workflow status of the request, click on the request.

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

10. You will see who approved it, where it's pending, or who rejected it.



11. To the right, you will see a Comments field. If the approver provided a comment, it will be shown here.



12. If the request is rejected, the traveler or the Site Travel Specialist will need to make the corrections in Concur and resubmit the travel request. Once resubmitted, the request will rerouted to the approvers again.