

SAP Concur

PROCUREMENT SERVICES DIVISION



End-USER Training

How to Check the Status of a
Travel Request or Expense
Report of Another Employee
(for Site Travel Specialists)

The purpose of this job aid is to show Site Travel Specialists on how to check the status of a travel request or expense report of another employee.

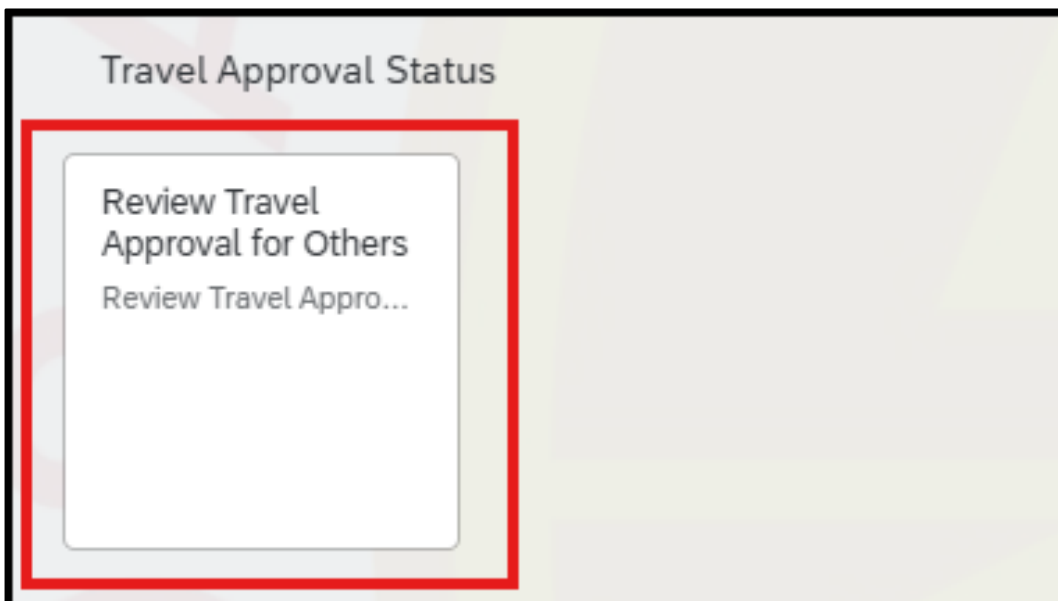
1

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



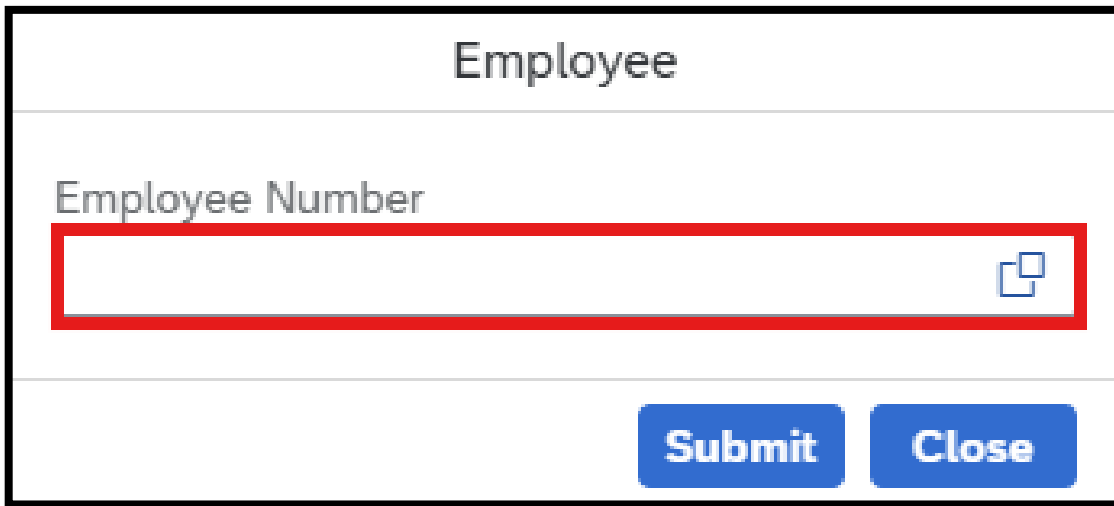
2

Click on the **Review Travel Approval for Others** tile.



3

Click on the **search box**.



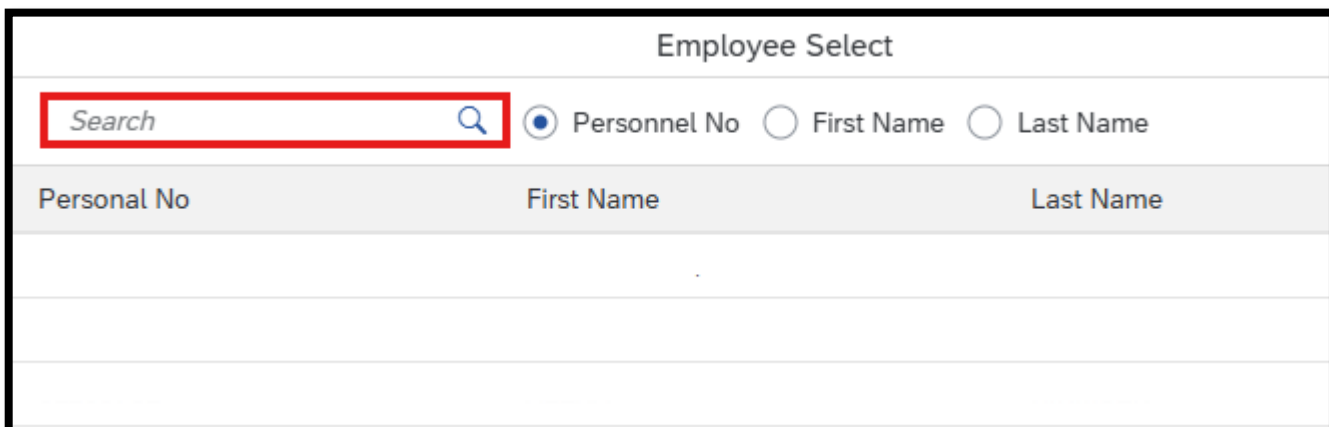
Employee

Employee Number

Submit Close

4

Enter the **traveler's employee ID** in the search field then click **enter** on your keyboard. You can also search by **First** or **Last Name**.



Employee Select

Search Personnel No First Name Last Name

Personal No First Name Last Name

5

Click on the desired **traveler's name**.

Employee Select

Personnel No First Name Last Name

Personal No	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

6

Click the **Submit** button.

Employee

Employee Number

7

You will see all the traveler's **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"/>				




8

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"/>				




9

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 the request is **pending approval**.

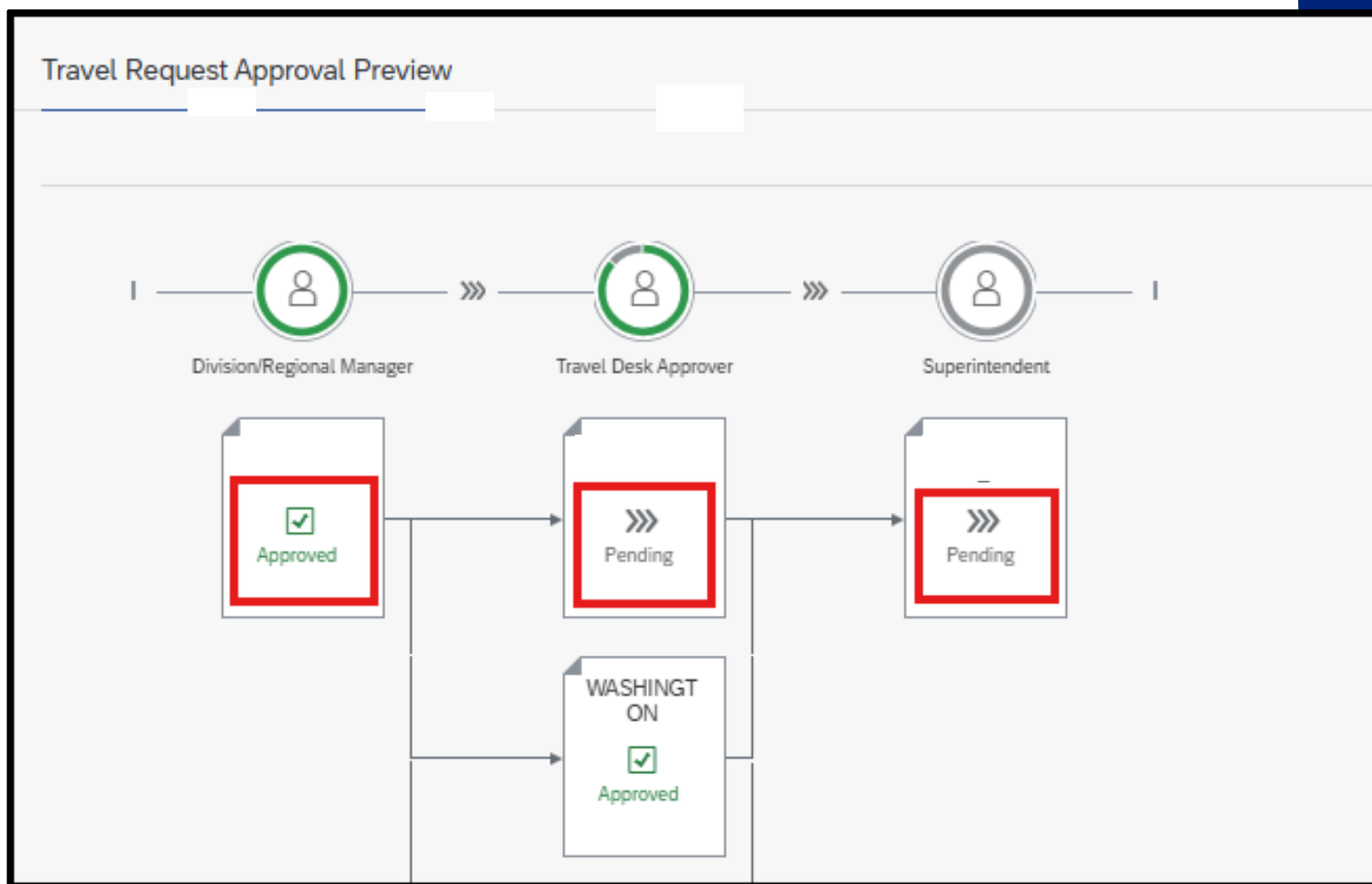
Current Approval Status	Personal Number	Traveler Name	Traveler Cost Center	Location Code
				
				
				

10

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

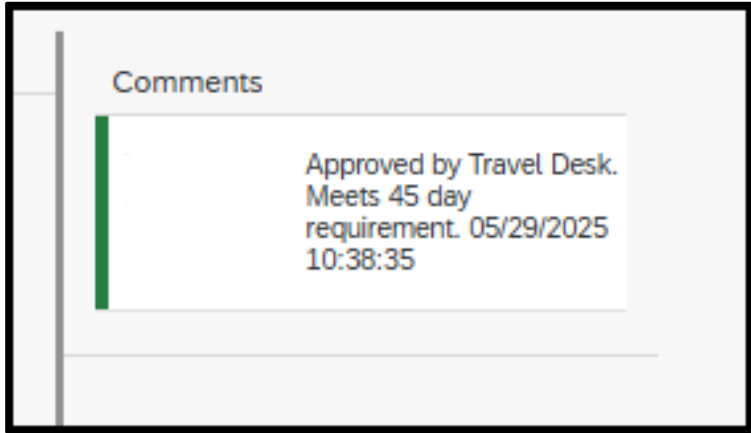
Current Approval Status	Personal Number	Traveler Name	Traveler Cost Center	Location Code
				
				
				

The **approval workflow** will show which approver has approved, who the request is pending with, or who has rejected it. Hovering over their name will display their email address.



12

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



13

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

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