Finding Historical Records in Concur

Finding Past Requests:
1. Navigate to your Requests page.
2. Click the “View” button and select an option. “All Requests” will return all requests you ever submitted.

Finding Past Reports:
1. Navigate to your Expense page
2. Click “Report Library” (on right side of screen)
3. Click the “View” button and select an option.

Finding Past Trip Itineraries:
1. Navigate to your Travel page.
2. Click “Trip Library”
3. Use the date range tools to locate past trips.

Finding Past Approvals:
1. Navigate to your Approvals page
2. Click “Requests” or “Reports” next to where it says “Approvals Home” directly under the main menu at the top of the screen.
3. Click the “View” button and select an option. Options include “...approved last month”, “...approved last year”, “All approved...”, etc.