



Concur Request/Report Status

Not Submitted

- Request/Expense report created by employee or delegate but not submitted.
- Employee or delegate can edit or submit.

Pending External Validation

- Expense report has been submitted and is sent to Detect for external review.
- Expense report cannot be recalled.

Pending approval – (Approver Name)

- Request/Expense report has been submitted to approver by employee or delegate.
- Cannot be modified by employee or delegate except to attach receipts.
- Employee or delegate can recall the request/report.
- Approver can add comments, modify allocations, approve, send back, or approve and forward to additional approver.

Sent back to employee

- Request/Expense report sent back to employee by approver or Travel Services or recalled by employee or delegate.
- Employee or delegate can edit or submit.
- Approver cannot see or make changes.

Approved and in Accounting Review

- All departmental approvals are complete, and expense report is in Travel Services' queue for review and approval/disapproval.
- Cannot be modified with exception of attaching additional receipts.
- Employee or delegate can recall.

Approved

- All approvals, including final Travel Services' approval, are complete, and payment is in processing or has sent to Banner (see Processing Payment status).
- No editing or recall possible.
- Employee or delegate can still attach receipts.



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Concur Report Payment Status

Not paid

- Expense report is still in approval status process (see above).

Processing Payment

- Will be sent to Banner for payment to employee at Disbursement's next payment run.

Sent for Payment

- Payment has been processed, and direct deposit issued.



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