### Concur Expense Report Approval and Payment Statuses

<table>
<thead>
<tr>
<th>Concur Expense Report Approval Status</th>
<th>Details</th>
</tr>
</thead>
</table>
| Not submitted                        | - Either employee or delegate created  
- Both can edit  
- Employee can submit  |
| Hold for receipt image               | - Submitted but missing required receipt  
- Cannot be modified except to attach receipts  
- Employee can recall  
- Approver cannot see yet  |
| Pending approval – (Approver Name)    | - Cannot be modified except to attach receipts  
- Employee can recall  
- Approver can add comment, approve, send back, or approve and forward to additional approver  |
| Sent back to employee                | - Either employee or delegate can edit  
- Employee can submit  
- Approver cannot see  |
| Approved and In Accounting Review    | - Cannot be modified except to attach receipts  
- Employee can recall  |
| Final Accounting Approval            | - Cannot be modified except to attach receipts  
- Employee can recall  |
| Approved                             | - Either Processing Payment or Extracted for Payment  
- No edit or recall  
- Employee, delegate or approver can still attach receipts  |

<table>
<thead>
<tr>
<th>Concur Expense Report Payment Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not paid</td>
<td>- Still in process</td>
</tr>
<tr>
<td>Processing payment</td>
<td>- Will be extracted for payment that evening</td>
</tr>
<tr>
<td>Extracted for payment</td>
<td>- M-Pathways voucher created next day</td>
</tr>
</tbody>
</table>