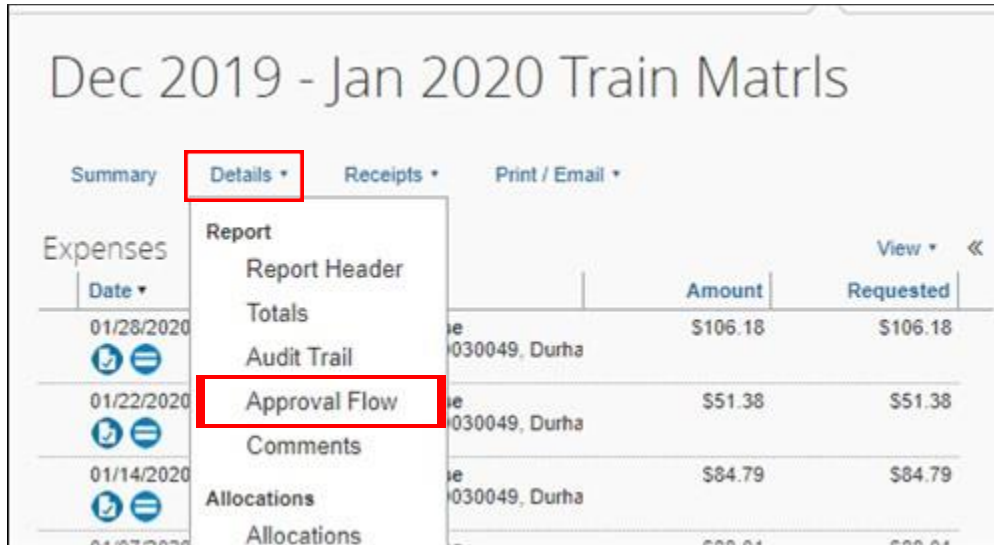


Instructions on Viewing Workflow in Concur

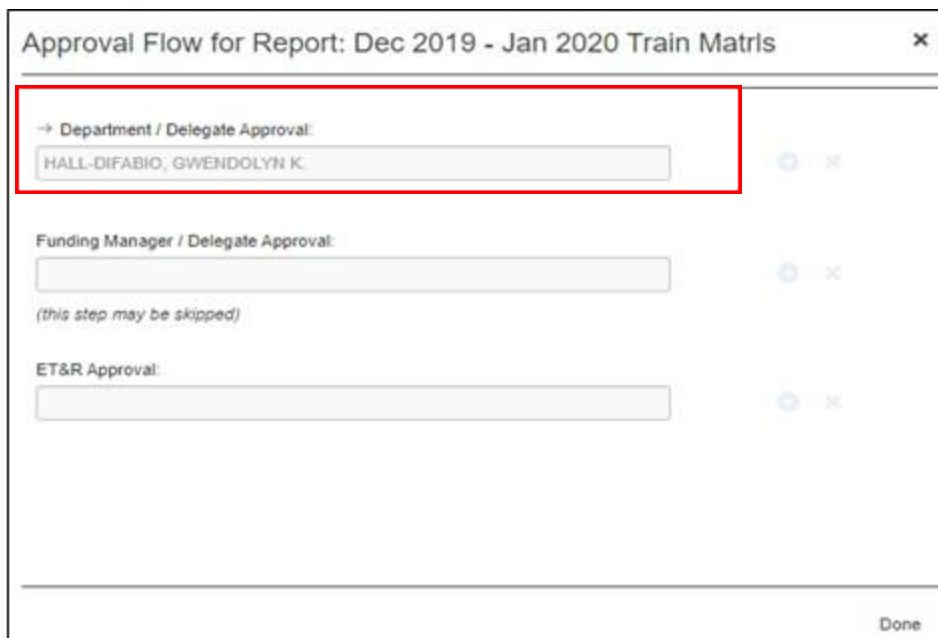
1. From the expense report, select **Details>Approval Flow**.



The screenshot shows the 'Dec 2019 - Jan 2020 Train MatrIs' expense report. The 'Details' menu is open, and 'Approval Flow' is highlighted. The background shows a table of expenses with columns for Date, Amount, and Requested.

Date	Amount	Requested
01/28/2020	\$106.18	\$106.18
01/22/2020	\$51.38	\$51.38
01/14/2020	\$84.79	\$84.79

2. The Approval Flow window will appear. You can view who has the workflow.



The screenshot shows the 'Approval Flow for Report: Dec 2019 - Jan 2020 Train MatrIs' window. The 'Department / Delegate Approval' field is highlighted with a red box and contains the text 'HALL-DIFABIO, GWENDOLYN K.'. Other fields include 'Funding Manager / Delegate Approval' and 'ET&R Approval'. A 'Done' button is visible at the bottom right.