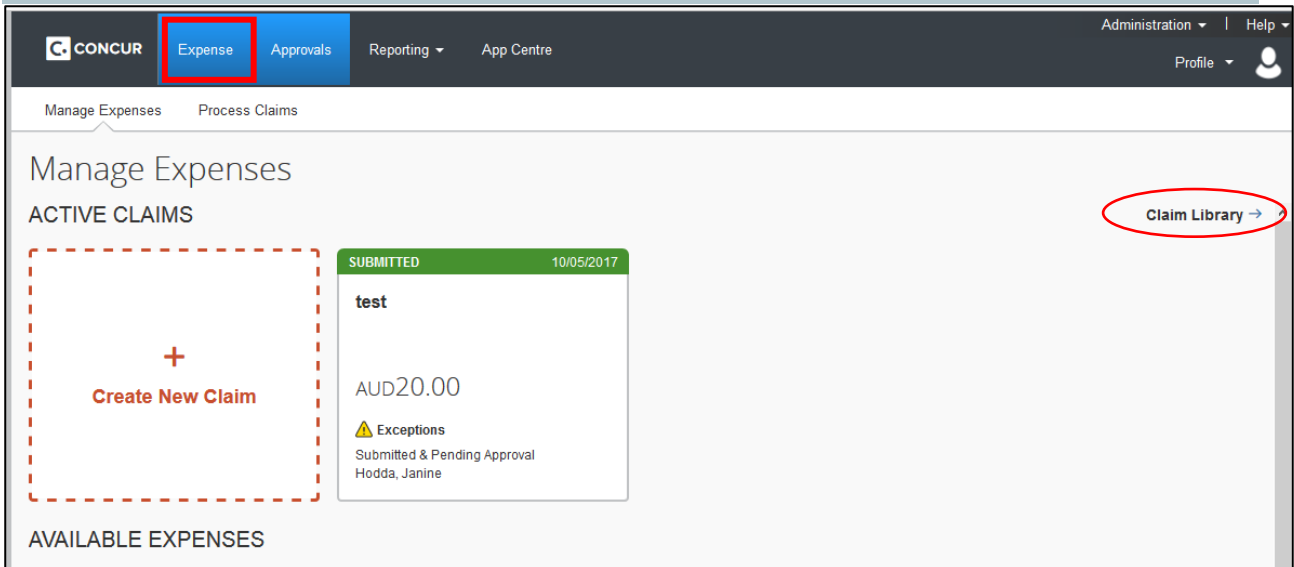


1. Overview

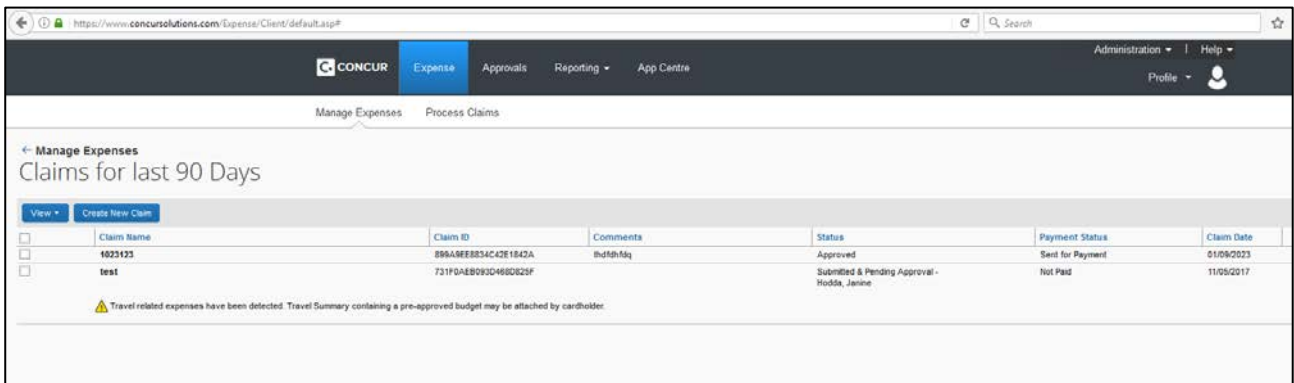
The purpose of this document is to provide information on how to enquire your own Expense Claims.

2. Click **Claim Library** on upper right of Expense page



3. Claim Library →

Select the Claim that you would like to view.



To enquire on claims older than 90 days, click the **View** drop down menu. Select the Filter that you would like to use.

Once you find your claim, click on the claim name to display the details.

Field	Description
Status	Shows whether the claim is Submitted & Pending Approval, Sent Back to Employee or Approved

4. Details

Detailed information and attached receipts can be viewed by navigating the Claim menu.

The screenshot shows the Concur Expense Management interface. At the top, there are navigation tabs for 'Expense', 'Approvals', 'Reporting', and 'App Centre'. Below this, there are sections for 'Manage Expenses' and 'Process Claims'. A large number '1023123' is displayed. A menu bar contains 'Summary', 'Details', 'Receipts', and 'Print'. The 'Details' menu is circled in red, and a sub-menu is open showing options: 'Claim Header', 'Totals', 'Audit Trail', 'Approval Flow', 'Claim Payments', 'Comments', 'Allocations', and 'Allocations'. Below the menu, there is a table with columns for 'Date', 'Amount', and 'Approved'. A row shows a date of '01/02/2017' and amounts of 'AUD 12.50'. To the right, there is a 'Claim Summary' section with a 'Claim Totals' table showing 'Amount Due Company' as 'AUD 0.00'.

5. Useful menu items

Menu	Sub-menu	Description
Summary	N/A	Summary of expense claim
Details	Claim , Audit Trail	Lists all audited actions, including approvals, exceptions and send-backs, for this expense claim
Details	Claim , Approval Flow	Lists users that have approved the expense claim
Details	Claim , Comments	Lists all comments added by users for the expense claim
Receipts	View Receipts Declaration...	Displays all attached receipts/ invoices

6. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

<https://services.anu.edu.au/information-technology/software-systems/concur-expense-management>