How to View the Status of a Corporate Card Transaction

Concur allows Reimbursees and their Delegates to look up the status of Corporate Card transactions. If a charge was previously submitted for reimbursement, the Expense Report name, submission date and approved amount will be displayed.

1. Log into Concur
2. If you are a delegate wishing to view transaction for someone else, sign in as a delegate into a reimbursee account
3. At the top left hand corner of the page, click Expense

4. Click View Transactions

5. In the Card Activity dropdown, select the appropriate card (if the user has more than one Corporate Card linked to their Concur profile)
6. In the **Time Period** dropdown, select the date range you wish to view

7. The Company Card transactions will display. If a charge was previously submitted for reimbursement, the Expense Report Name, submission date and approved amount will be displayed.