

Concur

How to View Approval History

Procurement Card and Travel Services

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Ready. South. **Go.**

1. Log into Concur click **Home** and select **Approvals** from the dropdown.



2. Select the tab at the **top left** for which you wish to see your approval history. **Requests, Reports, or Invoices**. **DO NOT SELECT THE TABS IN THE MIDDLE OF YOUR SCREEN. These display only the items you have not approved.**



3. Select your date parameters under the **and**