This QRC provides the steps to review travel requests with the Reporting tab in Concur. The reporting tab is visible with a Cognos license. Each unit has a specific number of Cognos licenses in order to run reports. Please speak to your business office for further details. The Reporting tab is also available for those identified as supervisors and have direct reports. This reporting feature, allows a supervisor to run a report on their own travel, or a direct report.

**Reporting Tab**

Go to the Employee Portal page.

Choose Travel System (Concur) to log in to Concur using Purdue Career Account and password.

Enter Career Account ID and password.

Click Login.

Click Reporting.

Select Purdue University folder.

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Travel System (Concur) - NOTE. Only available if you have been trained on this application; this is in the process of being rolled out to all areas. Access to request & approve travel for Purdue employees
Click **Standard Reports** folder.

Select **Travel Request** folder.

**Travel Request Reports**

Click **Summary Travel Request** or **Travel Request**. The **Summary Travel Request** will provide a summary of travel requests, and does not break down the expense types. The **Travel Request** includes expense types.
Summary Travel Request

This example demonstrates how to view approved travel requests that were submitted the day before.

- The **Submitted Date of Travel Request** was populated with a date.
- The 10 digit cost center was type in the **From** and **To** boxes under **Cost Center**. (Click **Insert** to move the number to **Choices** box.)
- The **Approved Travel Request Status** was selected.
- Click **Submit** (to review report)

Report displays in a summary format (according to filters set).
Travel Request Report

The report can be filtered by travel dates or travel request submitted dates.

- To view the approved travel requests from the day before (similar to the e-mail notification that dispurses every morning) in the Submitted Dates of Travel Request, the submission From and To dates will be the day before. (Skip Employee, Org Unit, Fund and Order filters. Proceed to Cost Center and type 10 digit cost center number to view travel requests that would be in the e-mail notification for the fiscal approver, co-pi, delegates and chief of funding source.)

To review travel requests for a specific employee, type employee name (last name, first) in Keywords box. Click Search. Select the appropriate name and click Insert.

The Options selection is helpful in narrowing the selection.

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords
- Case insensitive
To review travel requests for a specific Org Unit, type Org Unit number (Example: 202 = 00000202) in Keywords box. Click Search. Select the appropriate name and click Insert. Use Options to narrow selection.

Select applicable Fund, Order or Cost Center.

**As stated above, “...type 10 digit cost center number to view travel requests that would be in the e-mail notification for the fiscal approver, co-pr and chief of funding source.”

This example demonstrates searching for travel requests based on one cost center.
Select **Travel Request Status – Approved** when viewing approved travel requests. Leave selection open (don’t click anything) if wanting to view all travel requests (approved or not).

Click Finish.

Report displays **Approval Status** in alphabetical order. Travel requests are organized by employee last name (alphabetical order). Comments are in a section below the travel requests. If no travel requests were submitted and approved on the selection date set in the filter, comments may still be displayed.

The **Comment Section** that follows the Travel Requests contains comments input on that date set in the filter.