

# REVIEW AND APPROVE AN EXPENSE REPORT

## TRAVEL APPLICATION

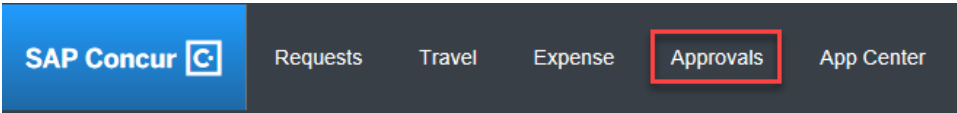
Approvals

## HELPFUL HINTS

- Financial approvers need to review submitted expense reports and approve them for reimbursement. On the Concur home page, in the *My Tasks* section, a list of any report waiting for approval is displayed.

## PROCEDURE

- For quick access to reports to approve, click *Approvals* on the top of the screen.



- At the top of the approvals home page will display the number of expense reports awaiting approval. The list is also displayed in the quick approval view pane.

 A screenshot of the SAP Concur 'Approvals Home' page. At the top, there are tabs for 'Approvals Home', 'Requests', and 'Reports'. Below the tabs, the word 'Approvals' is displayed. There are two summary cards: one for '07 Requests' and another for '22 Expense Reports', with the latter highlighted by a red box. Below these cards is a table titled 'Expense Reports' with the following columns: Report Name, Employee, Report Date, Amount Due Employee, and Requested Amount.
 

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Lincoln Training fiscal 2022	Test, CTraveler2	09/16/2021	\$68.44	\$68.44
Los Angeles SAP conference	Test, CTraveler2	08/27/2021	\$2,601.51	\$2,601.51
TEST Group Oct 2021 Group trip to DC	Test, KTraveler1	08/11/2021	\$73.94	\$323.94
TEST Individual Oct 2021 Conference	Test, KTraveler1	08/11/2021	\$717.25	\$967.25
OneDay meal test to test itinerary and meal per diem entry following Shannon's video	Test, KTraveler1	03/19/2021	\$94.15	\$128.15
Test trip to Lincoln Meeting with Interim President	Test, KTraveler1	08/20/2019	\$179.50	\$179.50
test-Boston test for lodging allocation	Test, KTraveler1	11/28/2018	\$365.00	\$365.00

- To open an expense report for review, click the report name. All of the report expenses appear in the expenses list. Any exceptions on the report will be displayed on the exceptions section. Exceptions are notifications or warnings that require attention but the exceptions will not restrict a financial approver from approving an expense report.

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## Travel Quick Reference Guide

Updated November 3, 2021

Los Angeles (Test, CTravler2)

Summary Details Receipts Print / Email Hide Exceptions

Send Back to User Approve

Exceptions

Expense Type	Date	Amount	Exception
N/A			Warning: Total Expenses exceed Total Pre-Trip Request estimate.

Expenses

Transaction D...	Expense Type	Enter Vendor ...	Reason/Busin...	City of Purchase	Payment Type	Amount	Approved Am...
08/11/2021	Meal (per diem)			Los Angeles, C...	Cash/Personal F...	\$34.65	\$34.65
08/11/2021	Lodging/Conference Rate	Hilton Hotels		Los Angeles, C...	Cash/Personal F...	\$900.00	\$900.00
08/11/2021	Car Rental	Enterprise		Los Angeles, C...	Cash/Personal F...	\$1,500.00	\$1,500.00
08/11/2021	Mileage/Personal Car				Cash/Personal F...	\$5.51	\$5.51

Summary

Report Summary

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$2,601.51

Requests (1)

4. After reviewing expenses, receipts, and any exceptions, approvers can take action to send back an expense (for corrections or to deny the report) or approve the expense. *Note: To add another approval layer to an individual expense report, instructions begin on page three of this document.*
5. To approve the expense report, click on Approve.

Los Angeles (Test, CTravler2)

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08/11/2021	Lodging/Conference Rate	Hilton Hotels		Los Angeles, C...	Cash/Personal F...	\$900.00	\$900.00
08/11/2021	Car Rental	Enterprise		Los Angeles, C...	Cash/Personal F...	\$1,500.00	\$1,500.00
08/11/2021	Mileage/Personal Car				Cash/Personal F...	\$5.51	\$5.51

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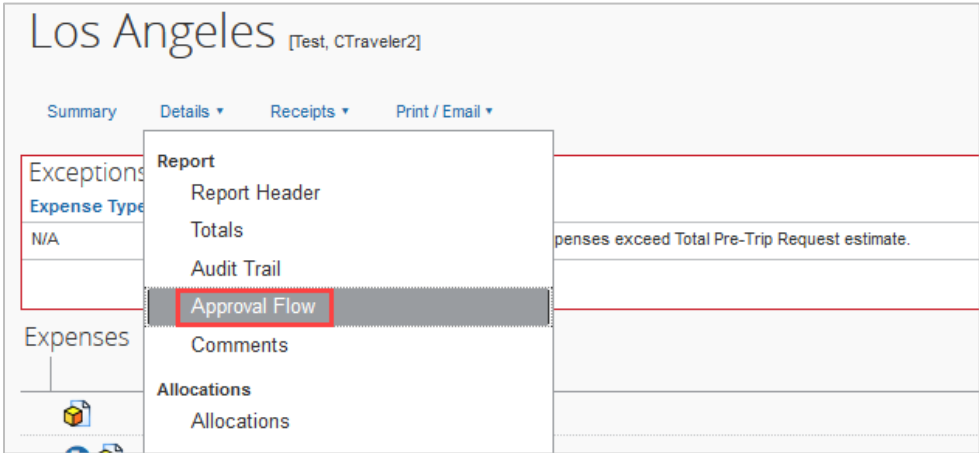
Requests (1)

6. After reviewing and approving an expense report, the report no longer appears in the Reports Pending list. The approved expense report is routed to payment services for processing. No further action is needed.

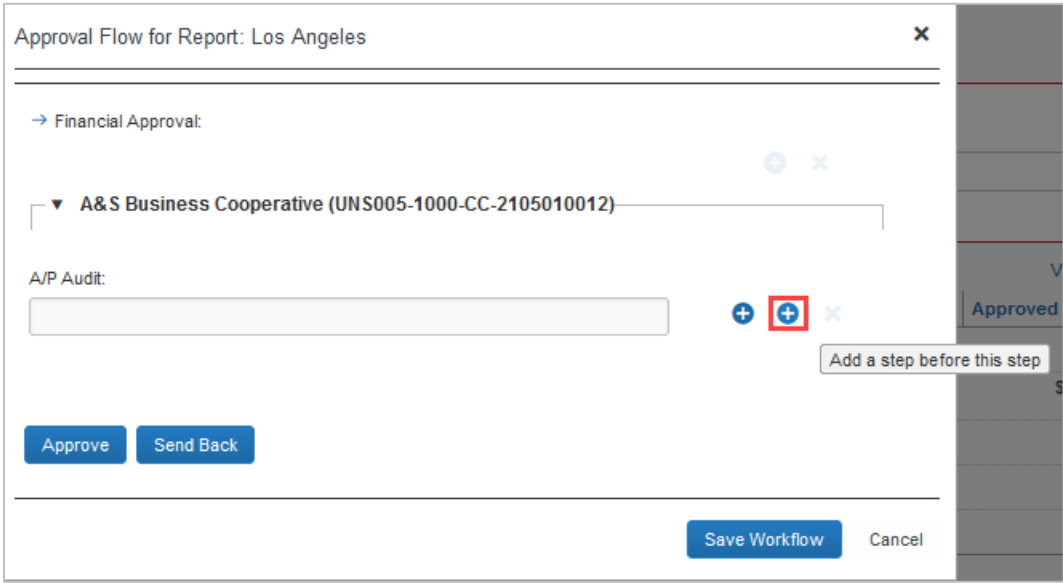
## USER-ADDED APPROVER

If an additional approver is needed prior to this individual expense report being submitted to accounts payable for processing, click on the Details dropdown menu and select Approval Flow.

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1. From the pop-up window, select the right **+** button to add an approver prior to Payment Services audit.



2. Search for and select an additional approver by entering their last name in the User-Added Approver field – select an option from the list displayed or repeat the search using a different last name.

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(Optional) Position cursor in the first field and select the drop-down arrow for 'Search Approvers By' to search by email address or other criteria.

- Once the user-added approver is selected, click on **Save Workflow**.
- Click on Approve. No further action is needed.

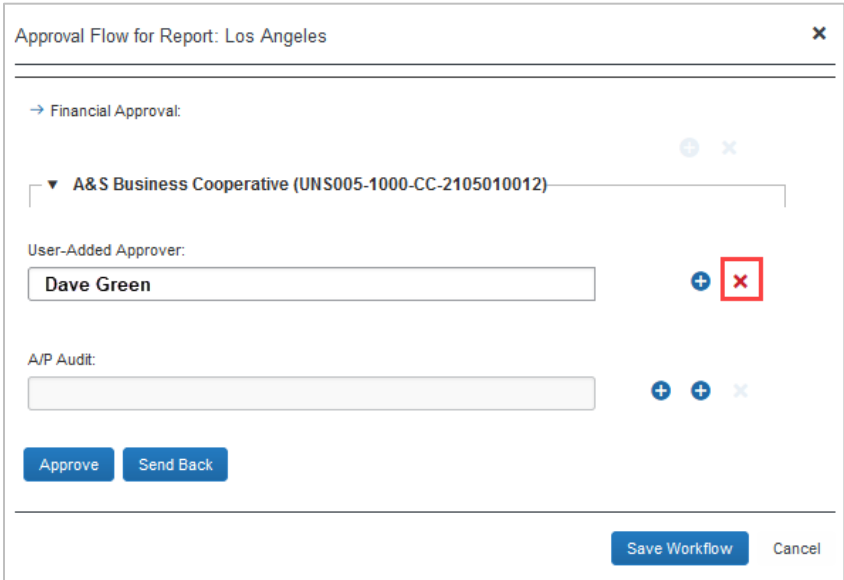
Transaction Date	Expense Type	Amount	Approved Amount
08/11/2021	Meal (per diem)	\$34.65	\$34.65
08/11/2021	Lodging/Conference Rate	\$900.00	\$900.00
08/11/2021	Car Rental	\$1,500.00	\$1,500.00
08/11/2021	Mileage/Personal Car	\$5.51	\$5.51

# REVIEW AND APPROVE AN EXPENSE REPORT

## REMOVE USER-ADDED APPROVER

To remove a user-added approver *prior to the expense report being approved/submitted*, click on the Details dropdown menu and select Approval Flow.

Click the red X next to the user-added approver field to remove the additional approver. Click on **Save Workflow**.



Click on Approve. No further action is needed.

