

REVIEW AND APPROVE AN EXPENSE REPORT

Updated August 23, 2018

TRAVEL APPLICATION

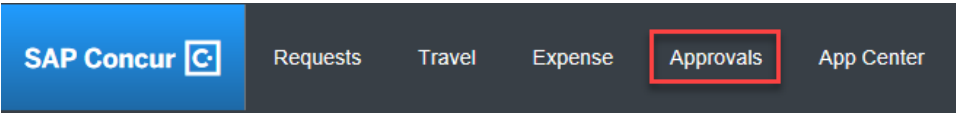
Approvals

HELPFUL HINTS

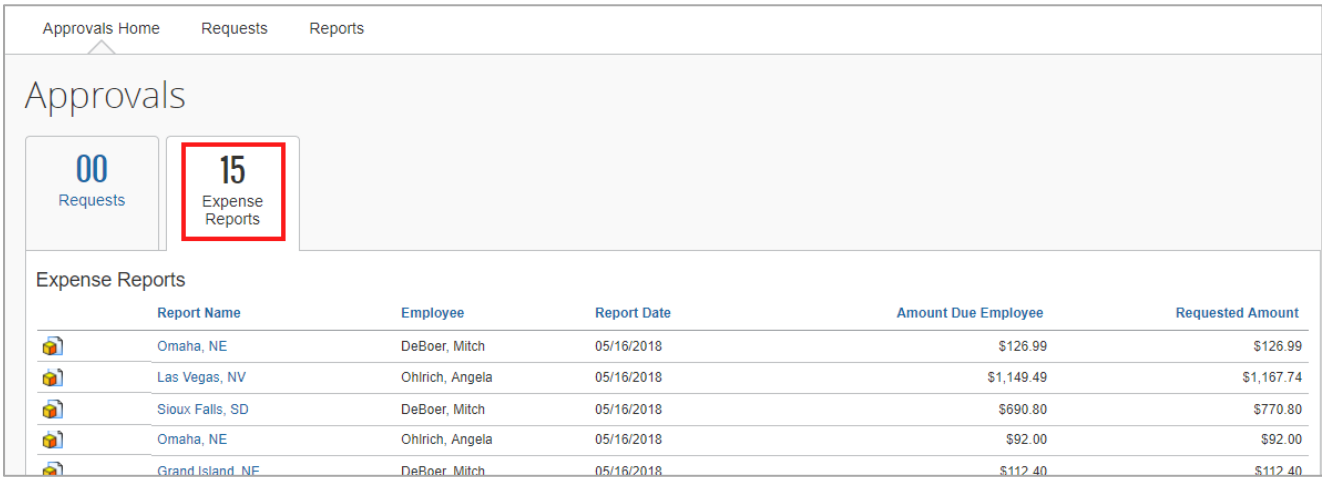
- Financial approvers need to review submitted expense reports and approve them for reimbursement. On the Concur home page, in the *My Tasks* section, a list of any report waiting for approval is displayed.

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.



- 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.

REVIEW AND APPROVE AN EXPENSE REPORT

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Nebraska Rsch Travel [Test, LTraveler5]

Summary Details Receipts Print / Email

Send Back to User Approve

Hide Exceptions

Expense Type	Date	Amount	Exception
N/A			Info: This report contains expense entries with comments. Please review prior to taking action.
Lodging	07/18/2018	\$268.00	This itemized entry has sub-entries with one or more exceptions.

Transaction D...	Expense Type	Enter Vendor ...	Reason/Busin...	City of Purchase	Payment Type	Amount	Adjusted Clai...
07/18/2018	Mileage/Persona...				Cash/Personal F...	\$99.25	\$99.2
07/18/2018	Meal (including tip)	Jimmy's Egg		Grand Island, N...	Cash/Personal F...	\$52.00	\$52.0
07/18/2018	Lodging	Holiday Inn		Scottsbluff, Neb...	Cash/Personal F...	\$268.00	
07/16/2018	Mileage/Persona...				Cash/Personal F...	\$108.75	\$108.7
07/16/2018	Meal (including tip)	McDonald's		Lincoln, Nebraska	Cash/Personal F...	\$6.82	\$6.8
07/16/2018	Meal (including tip)	Joe's Cafe		Holdrege, Nebra...	Cash/Personal F...	\$15.72	\$15.7
07/16/2018	Meal (or grocer...	Hy-Vee		Scottsbluff, Neb...	Cash/Personal F...	\$45.03	

COST OBJECT APPROVED AMOUNT \$571.54

- 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.*
- To approve the expense report, click on Approve.

Nebraska Rsch Travel [Test, LTraveler5]

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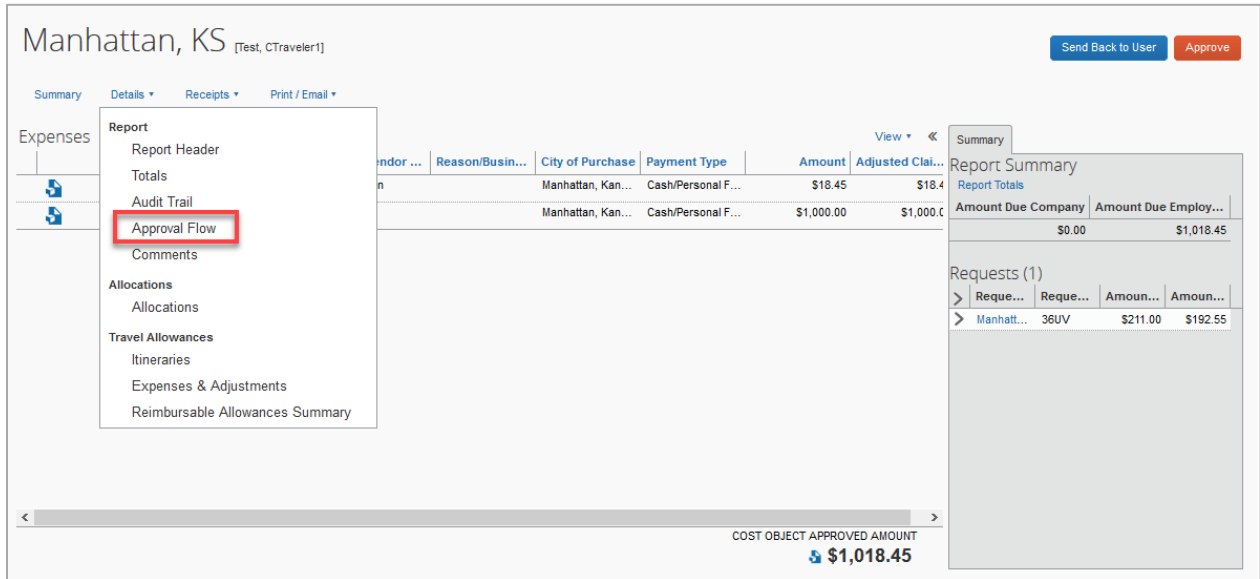
- After reviewing and approving an expense report, the report no longer appears in the Reports Pending list. The approved expense report is routed to accounts payable for processing. No further action is needed.

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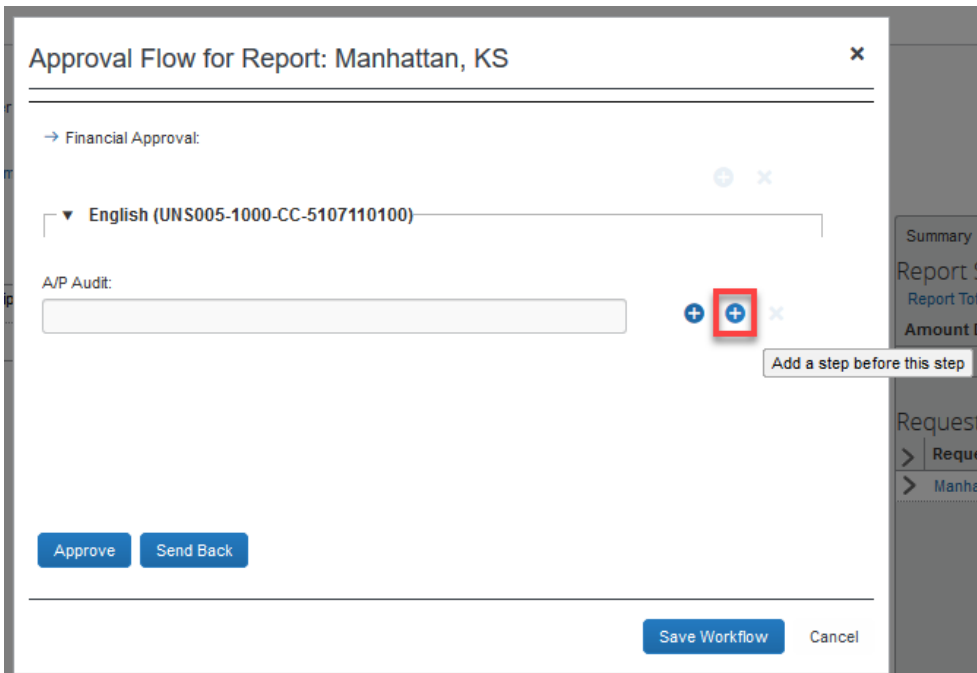
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USER-ADDED APPROVER

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.



1. From the pop-up window, select the right + button to add an approver prior to A/P audit.



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

Approval Flow for Report: Manhattan, KS

→ Financial Approval:

English (UNS005-1000-CC-5107110100)

User-Added Approver:

A/P Audit:

Approve Send Back

Save Workflow Cancel

(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.

User-Added Approver:

Last Name

First Name

Email Address

Login ID

Employee ID

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

Manhattan, KS [Det, C/Traveler]

Summary Details Receipts Print / Email

Expenses

Transaction D...	Expense Type	Enter Vendor ...	Reason/Busin...	City of Purchase	Payment Type	Amount	Adjusted Clai...
06/04/2016	Meal (including tip)	Red Robin		Manhattan, Kan...	Cash/Personal F...	\$18.45	\$18.45
06/04/2016	Office Supplies	Kinko's		Manhattan, Kan...	Cash/Personal F...	\$1,000.00	\$1,000.00

Report Summary

Report Totals

Amount Due Company	Amount Due Employ...
\$0.00	\$1,018.45

Requests (1)

Request...	Reque...	Amount...	Amoun...
>	Manhatt...	360UV	\$211.00 \$192.55

COST OBJECT APPROVED AMOUNT

\$1,018.45

Send Back to User Approve

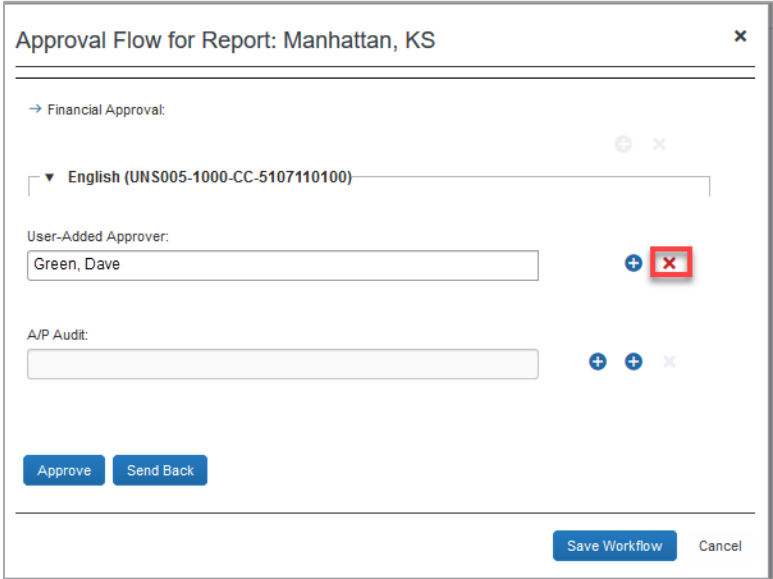
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REMOVE USER-ADDED APPROVER

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.

