

## How to Approve Expense Reports

This Quick Reference Guide demonstrates how Expense Approvers access, review, and approve expense reports in the Concur system.

From the Concur home screen, Reports pending approval can be found in three places: the upper left and right sides of the page, and under My Tasks at the bottom left of the page.



## Select one of options- this will display the available reports to approve.

00	00					
<b>UU</b> Trips	UU Requests	02 Expense Reports				
Expense Rep	orts					
Report Name			Employee	Report Date	Amount Due Employee	Requested Ar
How to Approv	ve Reports			08/31/2015	\$500.00	\$5
			•	08/12/2015	\$0.00	



1	Select and click the Report Name to begin review
2	Click on the Details drop down menu and Select Report Header to review the trip details
3	Click Save or Cancel to exit Report Header screen

		Approvals Home	Requests	Reports				
How	to Appro	ve Rep	Orts (SEC	CHRIST, KARA]				Send Back to User Approve Appr
2	Details • Receipts • Report Report Header	Print / Email •	Amount	View • Requested	« Summary Report Summary			
01/2015	Totals Audit Trail	3500, 513700) Boston, Massa	\$500.00	\$500.00	Report Totals	Amount Due Company	Amount Due Company Card	Amount Due
06/11/2015	Approval Flow Comments	chusetts	\$11.24	\$11.24		\$0.00	\$42.70	
05/20/2015	Allocations	chusetts	\$13.72	\$13.72				
05/01/2015	Allocations	00, 513700) IES INC, Boston,	\$17.74	\$17.74				

In the **Report Header**, you can review the **account being charged**, and the **start date** and **end date** of the trip.

Report NameReport IdReport KeyTrip PurposeHow to Approve Reports38E399079DA54DCBAF042000Business ExpenseTravel ClassificationUser NameStart Date08/31/2015DomesticSECHRIST, KARAStart Date08/31/2015Report CurrencyReceipts ReceivedSubmit DateApproval StatusOblarYes08/31/2015Submitted & Pending ApprovalPayment StatusReport Total0.000.00Not Paid542.700.000.00Amount Approved 542.70Amount Due BU 0.00Amount Due User 500.00Amount Claimed (1060130000) Travel & Expense Pri Not PaidTraveler TypeCommentCost Object United StatesDoes this report charge a grantsponsored program? Not PaidStaffCommentDest his rip involve multiple destinations?Does this trip involve multiple	Report header for:	How to Approve Re	ports		□ ×
Travel Classification       User Name       Start Date       Bed         Domestic       SECHRIST, KARA       Def01/2015       DR/31/2015         Report Currency       Receipts Received       Submit Date       Approval Status         Vis       08/31/2015       Submitted & Pending Approval         Payment Status       Report Total       00       0.00         Not Paid       542.70       0.00       0.00         Amount Approved       Amount Due BU       Amount Oue User       Amount Que "US Bank         542.70       0.00       Cost Object       grant/sponsored program?         Total Amount Claimed       Spousal Travel Included?       Cost Object       Imoust Paymene Price         Staff       Comment       Dest hits rip involve multiple destinations?	Report Name How to Approve Reports	Report Id 3BE399D79DA54DCBAF04	Report Key	Trip Purpose Business Expense	
Report Currency       Receipts Received       Submit Date       Approval Status         US, Dollar       Yes       08/31/2015       Submited & Pending Approval         Payment Status       Report Total       00       0.00       0.00         Amount Approved       542.70       0.00       0.00       0.00         Amount Approved       0.00       Amount Due User       Amount Due 'US Bank         542.70       0.00       Spousal Travel Included?       Cost Object       Does this report charge a grantsponsored program?         Total Amount Claimed       Spousal Travel Included?       Cost Object       No       No         Traveler Type       Comment       Destination       Ocos this trip involve multiple destinations?	Travel Classification Domestic	User Name SECHRIST, KARA	Start Date 06/01/2015	End Date 08/31/2015	
Payment Status     Report Total     Personal Expenses     Amount Not Approved       Not Paid     542.70     0.00     0.00       Amount Approved     Amount Due BU     Amount Due User     Amount Due 'US Bank       542.70     0.00     0.00     270       Total Amount Claimed     Spousal Travel Included?     Cost Object     Does this report charge a       542.70     Comment     Destination     No       Taravler Type     Comment     Destination ?     No	Report Currency US, Dollar	Receipts Received	Submit Date 08/31/2015	Approval Status Submitted & Pending Approval	
Amount Approved     Amount Due BU     Amount Due User     Amount Due 'US Bank       542.70     0.00     500.00     42.70       Total Amount Claimed     Spousal Travel Included?     Cost Object     Does this report charge a grant/sponsored program?       Traveler Type     Comment     Destination     Improved to the states       Staff     One this trip involve multiple destination?     Does this trip involve multiple	Payment Status Not Paid	Report Total 542.70	Personal Expenses 0.00	Amount Not Approved	
Total Amount Claimed     Spousal Travel Included?     Cost Object     Does this report charge a grantbeponsored program?       Starff     Comment     Destination     No       Starff     Does this trip involve multiple destinations?	Amount Approved 542.70	Amount Due BU	Amount Due User 500.00	Amount Due *US Bank 42.70	
Traveler Type     Comment     Destination       Staff     United States     Image: Communication of the state of	Total Amount Claimed 542.70	Spousal Travel Included?	Cost Object (1060130000) Travel & Expense Prc	Does this report charge a grant/sponsored program?	
	Traveler Type Staff	Comment	Destination United States	Does this trip involve multiple destinations?	
3 Save Canc				3 Save	Cancel

4	Click on the Print/Email drop down menu and select BU Detailed Report
5	Review the Allocation Summary and then exit the window



			Requests	Travel	Expense	Approvals	Reporting <del>-</del>	App Center	
		Approvals Home	Requests	Reports					
F Ex	HOW t	o Approve Rep Print / Email + Expense Print / Email + BU Defail BU Repo	ORTS [SEC	CHRIST, KARA]	« Summ. d Repoi	ary t Summary			
>	08/01/2015	Accommodations (513500, 513700) All Suites International, Boston, Massa	\$500.00	\$500.0	U Report	l lotais	Amo	unt Due Company	Amo
	06/11/2015	Taxi (513500, 513700) UBER, Boston, Massachusetts	\$11.24	\$11.2	4			\$0.00	
	05/20/2015	Taxi (513500, 513700) UBER, Boston, Massachusetts	\$13.72	\$13.7	2				
	05/01/2015	Business Meals (513500, 513700) UBER TECHNOLOGIES INC, Boston,	\$17.74	\$17.7	4				

The first section in the BU Detailed Report will be the information contained in the report header; scroll past this to the Allocation Summary. This is the fastest way to view each of the allocations contained in the report.

//www.concursolu	utions.com/Expense/Client/print_cpr	asp?type=1030&cop	t=PAR_REG&dtl=CHC_EXP_CHC_I	TM&ptCode=1017	&explodeEmail=y	
		Alloc	ation Summary			
*Cus	tom1 - Cost Object				Amount	
1060	130000 (Travel & Expense Pro	ogram)			\$542.70	
Accommodatio	ons (513500, 513700)					
Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
08/01/2015	Accommodations (513500, 513700)	travel	All Suites International	Boston	Out of Pocket	\$500.00
Business Mea	ls (513500, 513700)					
Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
05/01/2015	Business Meals (513500, 513700)	travel	UBER TECHNOLOGIES INC	Boston	US Bank CBCP	\$17.74
	Allocations :	100.00% (\$17.7	74) 1060130000			
Taxi (513500, 5	513700)					
Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
06/11/2015	Taxi (513500, 513700)	travel	UBER	Boston	US Bank CBCP	\$11.24
	Allocations :	100.00% (\$11.2	24) 1060130000			
05/20/2015	Taxi (513500, 513700)	travel	UBER	Boston	US Bank CBCP	\$13.72
	Allocations :	100.00% (\$13.7	72) 1060130000			

6	On the left hand side, click on each Expenses line item you would like to review.
	Note: If there are multiple line items in the <b>Expenses</b> list you can sort by <b>Date</b> , <b>Expense Type</b> , and
	Amount by clicking on the corresponding column header
7	After reviewing the Expense entry level information, review the Receipt image*
7b	Review attached image and repeat process for all Expenses \$25.00 and greater
8	Expand expenses by selecting the radial to the left to view itemizations



Note: All accommodations expenses and meals with alcohol must be itemized

Exp. 8	zxpense	Amount	View • « Requested	Expense Receipt Image				
× 8/01/2015	Accommodations (513500, 513700) All Suites International, Boston, Massa	\$500.00	\$500.00	Expense Type Business Meals (513500, 513700)	05/01/2015	Business Purpose travel	UBER TECHNOLOGIES INC	
07/29/2015	Accommodations (513500, 513700	\$100.00	\$100.00	City of Purchase	Payment Type	Amount	Reviewed	
07/29/2015	Hotel Tax (513500, 513700)	\$20.00	\$20.00	Boston, Massachusetts	US Bank CBCP 🗸	17.74 USD 🗸	No	
07/29/2015	Hotel Phone/Fax (513500, 513700	\$20.00	\$20.00	Approved Amount		Comment	•	
07/29/2015	Hotel Parking (513500, 513700)	\$20.00	\$20.00	17 74	Personal Expense (do not reimburse)	Comment		
07/30/2015	Accommodations (513500, 513700	\$100.00	\$100.00					
07/30/2015	Hotel Tax (513500, 513700)	\$20.00	\$20.00					
07/30/2015	Hotel Phone/Fax (513500, 513700	\$20.00	\$20.00	Spousal Travel Included?				
07/30/2015	Hotel Parking (513500, 513700)	\$20.00	\$20.00					
07/31/2015	Accommodations (513500, 513700	\$100.00	\$100.00				•	
07/31/2015	Hotel Tax (513500, 513700)	\$20.00	\$20.00	Attendees			Attendees: 2   Attendee	Iotal: \$17.74   Remaining: \$0.00
07/31/2015	Hotel Phone/Fax (513500, 513700	\$20.00	\$20.00	Attendee Name			Attendee Title Institution/Co	Attendee Type Amount
07/31/2015	Hatal Darking (E13500, 513700)	\$20.00						
	Hotel Parking (513500, 513700)	\$20.00	\$20.00					This 11000
08/01/2015	Laundry (513500, 513700)	\$20.00	\$20.00					This User \$8.87
08/01/2015 06/11/2015 (2) 🖨	Laundry (513500, 513700) Laundry (513500, 513700) UBER, Boston, Massachusetts	\$20.00	\$20.00 \$20.00 \$11.24				Travel Operatio	This User \$8.87 Faculty/Staff \$8.87
08/01/2015	Laundry (513500, 513700) Laundry (513500, 513700) UBER, Boston, Massachusetts Taxi (513500, 513700) UBER, Boston, Massachusetts	\$20.00 \$20.00 \$11.24 \$13.72	\$20.00 \$20.00 \$11.24 \$13.72	6			Travel Operatio	This User \$8.87 Faculty/Staff \$8.87
08/01/2015 05/20/2015 05/20/2015 05/01/2015 05/01/2015 0 🗇 🛞 C	Totel making (51300,513700) Laundry (51300,513700) UBER, Boston, Massachusetts Taal (5130,613700) UBER, Boston, Massachusetts Besinese Mesis (51350, 513700) UBER TECHNOLOGIES INC, Boston,	\$20.00 \$20.00 \$11.24 \$13.72 \$17.74	\$20.00 \$20.00 \$11.24 \$13.72 \$17.74	6			Travel Operatio	This User \$8.87 Faculty/Staff \$8.87

## \*Receipts can be reviewed in three ways:

- 1- Hovering over the receipt icon to the left of the expense
- 2- Selecting the individual expense and hitting the View Receipt tab to the left of the Expense tab
- 3- Utilizing the Receipt drop down menu to either View Receipts in a new window or the same window

penses			View * «	Expense Receipt Image	
Date +	Expense	Amount	Requested		
08/01/2015	Accommodations (513500, 513700) All Suites International, Boston, Massa	\$500.00	\$500.00		The Article and
07/29/2015	Accommodations (513500, 513700	\$100.00	\$100.00	HDDD	
07/29/2015	Hotel Tax (513500, 513700)	\$20.00	\$20.00	UBER	
07/29/2015	Hotel Phone/Fax (513500, 513700	\$20.00	\$20.00		
07/29/2015	Hotel Parking (513500, 513700)	\$20.00	\$20.00		
07/30/2015	Accommodations (513500, 513700	\$100.00	\$100.00		
07/30/2015	Hotel Tax (513500, 513700)	\$20.00	\$20.00		
07/30/2015	Hotel Phone/Fax (513500, 513700	\$20.00	\$20.00	\$15.00 @	Thanks for choosing Uber, Kara
07/30/2015	Hotel Parking (513500, 513700)	\$20.00	\$20.00	<b><i>410.000</i></b>	
07/31/2015	Accommodations (513500, 513700	\$100.00	\$100.00		
07/31/2015	tel Tax (513500, 513700)	\$20.00	\$20.00		
07/31/7	Phone/Fax (513500, 513700	\$20.00	\$20.00		
07/31	arking (513500, 513700)	\$20.00	\$20.00	I I I I I I I I I I I I I I I I I I I	FARE BREAKDOWN
08/01/2	ry (513500, 513700)	\$20.00	\$20.00	(2A) CAMBRIDGE	
0 C	UBER, Boston, Massachusetts	\$11.24	\$11.24	Boston	Base Fare 2.00
115	Taxi (513500, 513700)	\$13.72	\$13.72		

Summary De	etails 🔹	Receipts · Print / Email ·			
		Receipts Required			
Expens 3		View Receipts in new wir	View • «	Expense Rec	
Date +	perse	View Receipts in current window		Requested	
00/01/2015	All Su	Allach Receipt Images		\$300.00	
07/29/2015	Accon	modations (513500, 513700	\$100.00	\$100.00	
07/29/2015	Hotel	Tax (513500, 513700)	\$20.00	\$20.00	$\sim$
07/29/2015	Hotel	Phone/Fax (513500, 513700	\$20.00	\$20.00	Barners,
07/29/2015	Hotel I	Parking (513500, 513700)	\$20.00	\$20.00	1
07/30/2015	Accon	modations (513500, 513700	\$100.00	\$100.00	
07/30/2015	Hotel	Tax (513500, 513700)	\$20.00	\$20.00	
07/30/2015	Hotel I	Phone/Fax (513500, 513700	\$20.00	\$20.00	

Once you are finished reviewing the report, you will approve the report or reject it.



As an Approver you are also able to make changes to a report's Cost Center or allocate individual expense items. To do this, please refer to the <u>How to Allocate</u> Quick Reference Guide

9	If Changes need to be made click Send Back to User button. Enter a detailed Send Back Comment and
	click <b>OK</b> button at bottom of screen. You have sent the report back to the creation profile for the
	Submitter to make changes and resubmit.
10	If the Expense Report passes audit but you would like to add another Approver to the workflow, hit
	Approve and Forward. The expense report will move on to another approver prior to reaching
	Accounting Review.

Approvals Home	Requests	Reports						0
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	a uta		Send B	ack Report			^ I	
Approve Repo	DITS (SECH	RIST, KARA]						
			Comment	History				
Receipts * Print / Email *			Date •	Entered By	Comment Text			
resulting the second second								
		View *						
and a second sec	Amount	Requester						
commodations (513500, 513700)	\$500.00	\$500.00						
Suites International, Boston, Massa	\$555.55	4500.01						
Accommodations (513500, 513700	\$100.00	\$100.00						
Hotel Tax (513500, 513700)	\$20.00	\$20.00						
Hotel Phone/Fax (513500, 513700	\$20.00	\$20.00						
Hotel Parking (513500, 513700)	\$20.00	\$20.00						
Accommodations (513500, 513700	\$100.00	\$100.00						
Hotel Tax (513500, 513700)	\$20.00	\$20.						
Hotel Phone/Fax (513500, 513700	\$20.00	\$20.	Add a commen	to explain why you are re	sturning the report. Then click (	OK to return the report to the	he employee.	
Hotel Parking (513500, 513700)	\$20.00	\$20.	Comment					
Accommodations (513500, 513700	\$100.00	\$100.	1					
Hotel Tax (513500, 513700)	\$20.00	\$20.						
Hotel Phone/Fax (513500, 513700	\$20.00	\$20.	<u> </u>					
Hotel Parking (513500, 513700)	\$20.00	\$20.00						
Laundry (513500, 513700)	\$20.00	\$20.00						
ci (513500, 513700)	\$11.24	\$11.24						
ER, Boston, Massachusetts								
ki (513500, 513700)	\$13.72	\$13.73						
ER, Boston, Massachusetts							K Cancel	
siness Meals (513500, 513700)	\$17.74	\$17.74						

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Receipts • Print / Email •						
ne (513500, 513700)	Amount \$500.00	View • 《 Requested \$500.00	Approve & Forward Report: How to Approve Reports	×		Total Amount: \$500.00   Remized: \$500.00   Remaining: \$0.00
commodations (513500, 513700	\$100.00	\$100.00	User-Added Approver:		•	Vendor Al Suites International
stel Tax (513500, 513700)	\$20.00	\$20.00				
otel Phone/Fax (513500, 513700	\$20.00	\$20.00	Comment		I Report Land	Revenued
otel Parking (513500, 513700)	\$20.00	\$20.00	Comment.		I USU M	No
commodations (513500, 513700	\$100.00	\$100.00				
otel Tax (513500, 513700)	\$20.00	\$20.00				
otel Phone/Fax (513500, 513700	\$20.00	\$20.00				
atel Parking (513500, 513700)	\$20.00	\$20.00				
commodations (513500, 513700	\$100.00	\$100.00				
stel Tax (513500, 513700)	\$20.00	\$20.00				
stel Phone/Fax (513500, 513700	\$20.00	\$20.00	Anninin P. Conin	Canad		
stel Parking (513500, 513700)	\$20.00	\$20.00	Approve a Forward	Gancer		
undry (513500, 513700)	\$20.00	\$20.00				
513500, 513700) Boston, Massachusetts	\$11.24	\$11.24				
513500, 513700)	\$13.72	\$13.72				

11	If the Expense Report passes audit click the Approve button. You have now moved the report on to	כ								
	Accounting Review, the final step before it is sent for payment.									