

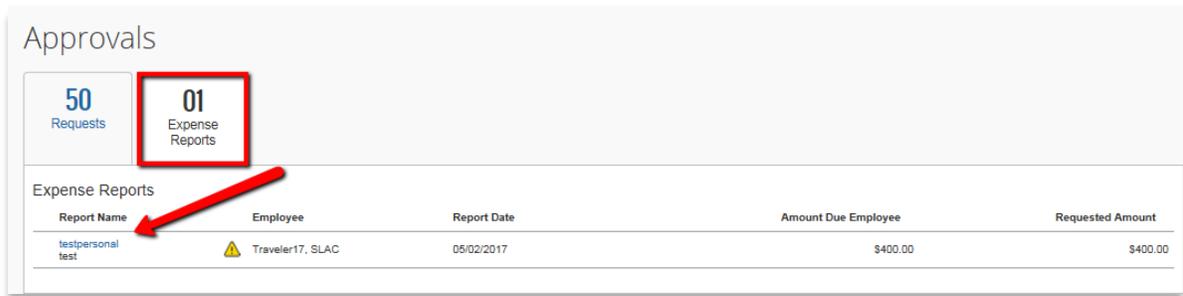
Approving an Expense Report

Objective: In this section we will go over how to approve an expense report as an assigned approver.

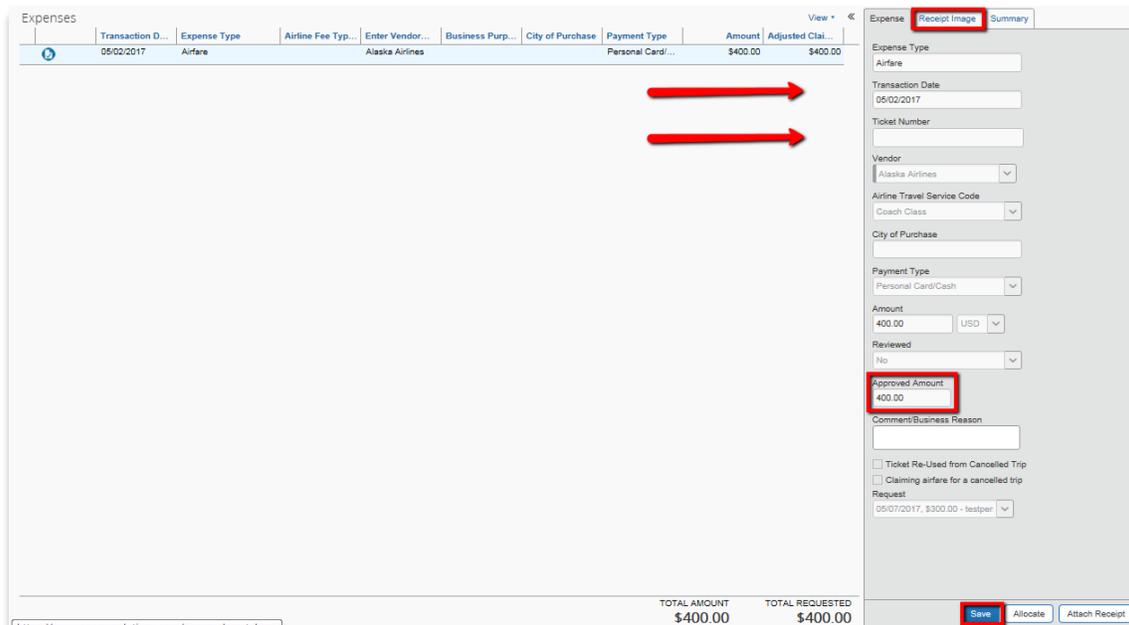
1. **Log** into Concur using the Travel @ SLAC [Website](#).
2. **Select Approvals** at the top of the screen.



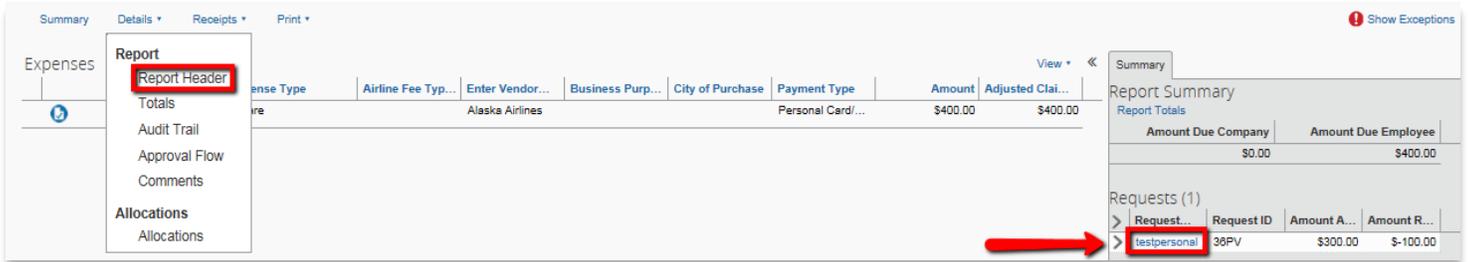
3. Make sure the *Expense Reports* tab is selected, and then **select** the expense report to approve from the list.



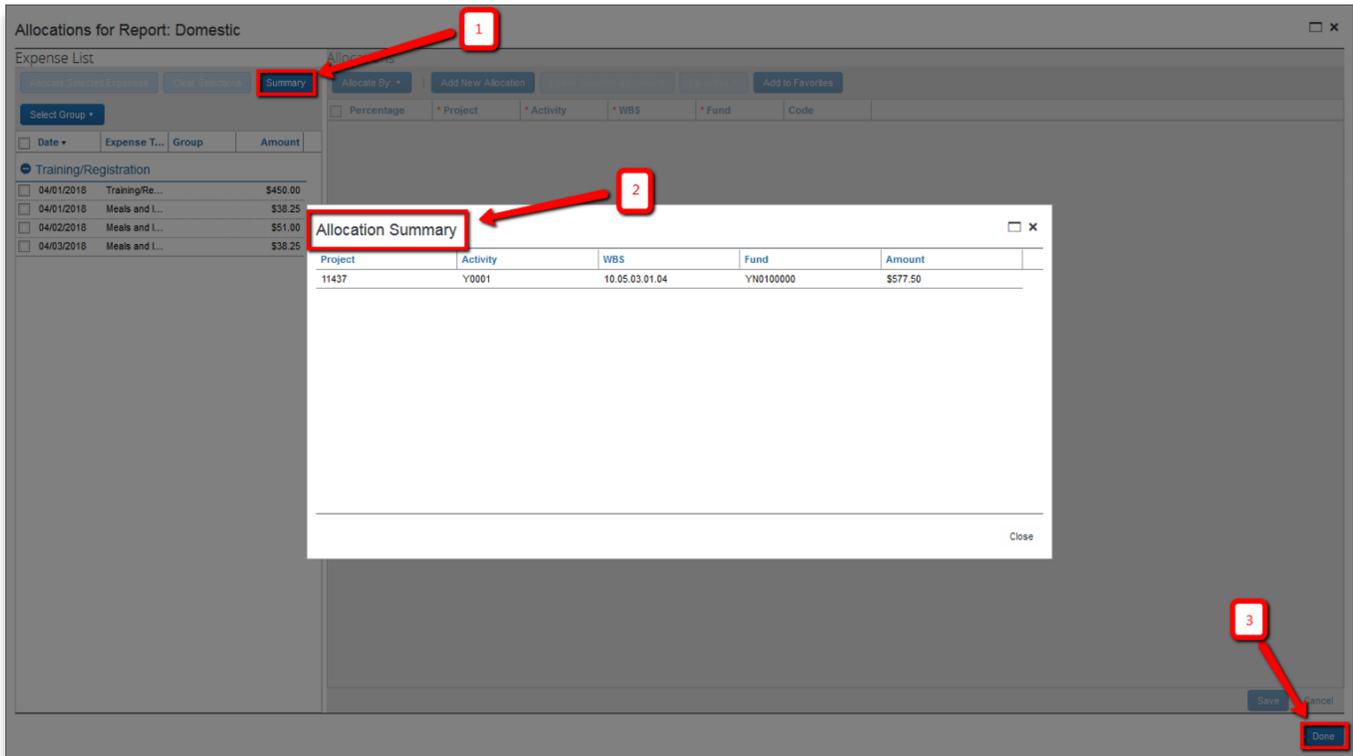
4. You will be on the *Expenses* page, which summarizes all the *expenses*. Selecting an *expense* will show the expense details. You can **review** the expense, **check** the *Receipt Image*, **enter** your comments and **verify** the *Approved Amount*.



5. If the expense report that you are approving required a *Request*, you can check the original request for the expense report, **select** *Report Header* under the *Details* dropdown and **click** on the Request under the *Requests* list.



6. To see a breakdown of the funds allocated to the project activities used in the report, go to the *Details* dropdown and **select** *Allocations*. This will open the *Allocations* window. To see an overall breakdown of the cost for each project activity code, **click** the *Summary* button, which will open the *Allocation Summary* window. If you are interested a breakdown by expense, you can find that on the left column of the window. When you are finished reviewing the allocations, **click** *Done*.



7. You may notice some exceptions at the top of the screen. There are two exception types to look out for:
 - a. Red icons are errors with a report that need to be corrected. Normally, expense reports cannot be submitted if they have a red exception. If you see a red exception, consider reaching out to either the traveler or the travel department to correct the exception.
 - b. Yellow icons are informative. These don't need to be corrected and are mostly informational. However, it is still good to look them over, as certain exceptions to the travel policy may result in the report being sent back to the employee.

Exceptions			
Expense Type	Date	Amount	Exception
N/A			 You must complete a request for this report.
Training/Regist...	04/01/2018	\$450.00	 Expense reports with a Missing Receipt Affidavit will be subject to audit and can potentially delay the processing time.

8. If the expense report is satisfactory, **select** *Approve* from the options at the top right corner of the screen. To approve and insert an additional approver **select** *Approve & Forward*.
9. If the expense reimbursement needs to be changed, **select** *Send Back to Employee*. Make sure to provide a comment back to the employee of what needs to be corrected.

