

Approving an Expense Report

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

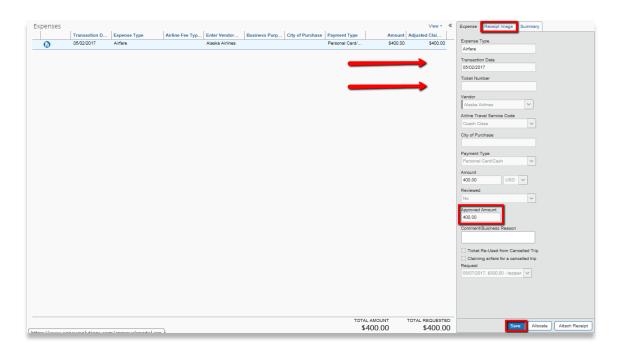
- 1. Log into Concur using the Travel @ SLAC Website.
- 2. Select Approvals at the top of the screen.



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

pproval	S				
50 Requests	01 Expense Reports				
Expense Repor Report Name	ts	Employee	Report Date	Amount Due Employee	Requested Amount
testpersonal test		Traveler17, SLAC	05/02/2017	\$400.00	\$400

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.

Summary	Details * Receipts *	Print *										0	Show Exceptions
Expenses	Report Report Header	ense Type	Airline Fee Typ Enter Vendor	Business Purp	City of Purchase	Payment Type	Amount	View *	«	Summary			
0	Totals	ire	Alaska Airlines	business Purp	City of Purchase	Personal Card/	\$400.00	\$400.00		Report Summar Report Totals	ry .		
	Audit Trail									Amount Due C	Company	Amount D	ue Employee
	Approval Flow										\$0.00		\$400.00
	Comments												
										Requests (1)			
	Allocations									> Request Re	equest ID	Amount A	Amount R
	Allocations								٠	> testpersonal 36	8PV	\$300.00	\$-100.00

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*.

Allocations for Report: Domestic		1					□ ×
Expense List	Allocations						
Allocate Selected Expenses Clear Selections	Summary Allocate By: *						
Select Group •	Percentage	* Project * Activity		d Code			
Date • Expense T Group	Amount						
Training/Registration			_				
04/01/2018 Training/Re	\$450.00		2				
04/01/2018 Meals and L	\$38.25						
04/02/2018 Meals and L 04/03/2018 Meals and L	\$51.00 Allocation Summ	nary				□ ×	
	Project	Activity	WBS	Fund	Amount		
	11437	Y0001	10.05.03.01.04	YN0100000	\$577.50		
						_	
						_	
						_	
						_	
						_	
						_	
						_	
						_	
						_	
						Close	
							3
							Save
							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			O You must complete a request for this report.
Training/Regist	04/01/2018	\$450.00	A 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.

