CONCUR | APPROVING EXPENSE REPORTS

OVERVIEW

As an expense report approver, you are responsible for reviewing the electronic reports routed to you to determine the appropriateness of the expenses according to the UConn Travel & Expense Management policies and business processes.

This document provides a general overview of an approver’s role in the Expense module of Concur.

OPENING AN EXPENSE REPORT

When a report is submitted for review, it routes to workflow and the appropriate approver receives an email from the UConn Concur Support Team.

**NOTE:** If you have assigned an approver delegate in your Concur Expense Profile, the email(s) is sent to both you and your approval delegate.

1. Review the details in the email, including the Report Name and Purpose to identify the report requiring approval.
2. Click the report link (within the email) to log into Concur.

**NOTE:** A reminder email is sent to an approver 5 days after the initial email, if the approver has not approved nor returned the report for correction.

REVIEWING AN EXPENSE REPORT

As an approver, you will need to review submitted expense reports and approve them for reimbursement. A list of pending expense reports, waiting for approval, can be found on the Approvals tab | Expense Reports once you log into Concur.

**NOTE:** If you are serving as an approver delegate or previewer delegate (for expense reports), click Profile | Acting as other to select the individual for whom you want to act as.

1. From the Concur homepage, click the Approvals tab.
2. Click Expense Reports. *The Reports Pending your Approval page lists the awaiting reports.*

3. Click the link in the Report Name column to open the report you want to approve. The individual expense item list displays to the left of the view. The linked request displays to the right of the view.
4. Review any exceptions that display at the top of the view, as applicable.
5. Click each link in the Expenses list to review each expense details individually.
6. Hover on expense icons for more information. Key icons are listed with a brief description below.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Receipt Attached" /></td>
<td>Receipt Attached</td>
<td>This indicates that a receipt has been attached to the respective expense line item.</td>
</tr>
<tr>
<td><img src="image" alt="Missing Receipt Affidavit" /></td>
<td>Missing Receipt Affidavit</td>
<td>This indicates that a missing receipt affidavit has been attached to the expense item, in lieu of a vendor receipt.</td>
</tr>
<tr>
<td><img src="image" alt="Travel Card Used" /></td>
<td>Travel Card Used</td>
<td>This indicates that an expense entry originated from a University Travel Card transaction. This transaction automatically feeds into the travelers Concur imported expense queue.</td>
</tr>
<tr>
<td><img src="image" alt="Alert" /></td>
<td>Alert</td>
<td>This indicates that an exception exists. This exception does not prevent submission.</td>
</tr>
<tr>
<td><img src="image" alt="Full Allocation" /></td>
<td>Full Allocation</td>
<td>This indicates that the expense item has been fully allocated between multiple accounts.</td>
</tr>
</tbody>
</table>
**Icon | Name | Description**

| Comment | This indicates that a report or individual expense item contains a comment. |
| Pending Fiscal Officer Approval | These indicate the expense report is awaiting fiscal officer approval. |
| Report Sent Back | This indicates that the approver sent a report back to the submitter with comments. |

### Comments

1. Click the Details dropdown.
2. Click Comments.
3. Review for any applicable comments.
4. Add comments, as needed.

**NOTE:** Any comments pertaining to a specific expense line item will be listed, as non-modifiable text, at the top of the expense details.

### Report Header

1. Click the Details dropdown.
2. Click Report Header.
3. Review the contents of each field, as necessary including, but not limited to:
   - **Business Purpose:** The Business Purpose to ensure it explains that the overall purpose for the expense report is necessary and how it appropriately benefits the University.
   - **Account Number:** The account number listed on the report header is applied to all expense items, by default. A traveler may allocate to additional account numbers on an individual expense line items.

**TIP:** If the justification exceeds 500 characters, justification should be included with the report’s attachments.

### Receipts

1. From the main expense report view, click Receipts dropdown.
2. Select View Receipts in New Window.

### Linked Request

As desired, details of the linked request(s) can be viewed.

3. Click the Summary link. *The linked request(s) displays to the right of the list of expenses.*
4. Click the Request Name link to view details of the request in a separate window.

### Approving an Expense Report

If it is determined by the approver that the report is correct as is the approver should approve the report to allow the report to continue the automated workflow process.

1. From the main expense report view, click Approve. *An attestation displays.*
2. Read the details of the attestation.
3. Click Accept. *The report will no longer appear in the Reports Pending your Approval list*

### Sending Back an Expense Report

As an approver, you will review submitted expense reports and come across situations when additional information and/or corrections are required before approval and reimbursement can be granted.

As an Approver, you can send the entire expense report back to the Employee or send individual expenses back to the Employee, while approving the remaining expenses for reimbursement.

1. On the Concur home page, Approvals section, click Expense Reports. *The Reports Pending your Approval page lists the awaiting reports.*
2. Select the report you want to open.
3. Once the expenses and receipts have been reviewed, if it is determined that the report needs additional info and/or corrections, click Send Back to Employee.

**TIP:** When rejecting individual expenses, check each expense item that needs to be returned before clicking Send Back to Employee.
The Send Back Report window displays.

4. Enter a Comment for the employee, explaining why you are returning the report, and then click OK.

**ADDING AN ADDITIONAL REVIEW STEP**

When available, as an approver, you can manually insert an additional review step, which will require an approver (not originally built in the automated workflow) to approve an expense report.

1. On the Concur home page, Approvals section, click Expense Reports. The Reports Pending your Approval page lists the awaiting reports.
2. Select the report you want to open.
3. Review the report expenses and respective receipts to confirm that they are acceptable and accurate.
4. Note any exceptions associated with the report.
5. If it has been determined that the report needs to be routed to another Approver, click Approve & Forward.

The Approve & Forward screen displays.

6. Enter the User-Added Approver.
7. Add a comment.
8. Click Approve & Forward to approve the expense report and send it to the next approver.

The approver receives an email notification that an expense request is pending their review and approval.

**ADDITIONAL SUPPORT**

For help with Concur, contact travel@uconn.edu.

For additional reference material, refer to https://concurproject.uconn.edu/home/