

Purpose: The purpose of this document is to provide information on how to approve Expense Reports that have been submitted via Concur Travel and Expense. You will receive an email from Concur notifying you that you have an Expense Report in your queue.

1. After logging in to Concur from the TUPortal, there are 2 sections where you are notified that reports require your approval.

2. Click on the Report Name hyperlink to open the report.

SFN conference 2014

Summary Details Receipts Print / Email

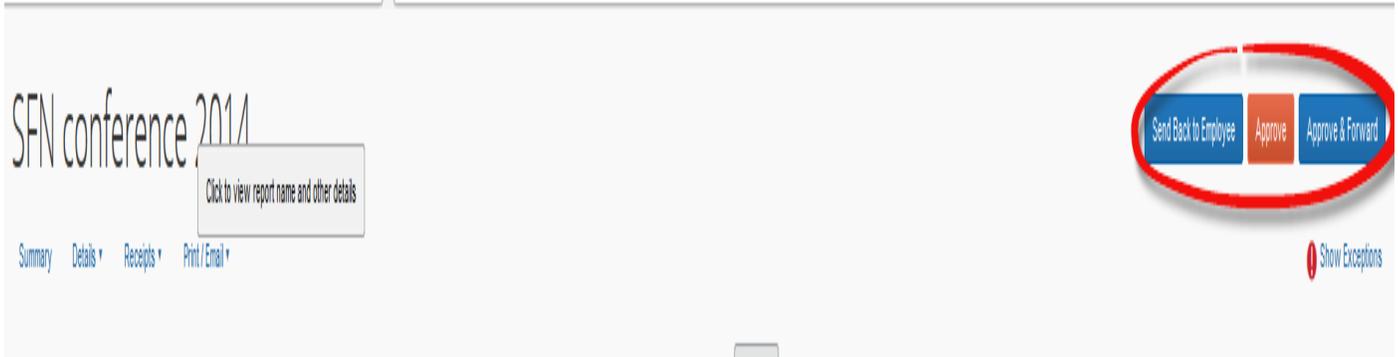
Transaction D...	Expense Type	Vendor Name	Business Pur...	City	Payment Type	Amount	Adjusted Clai...
11/20/2014	Fixed Meals			Washington, Dis...	Employee Reimb...	\$71.00	\$71.00
11/19/2014	Fixed Meals			Washington, Dis...	Employee Reimb...	\$71.00	\$71.00
11/19/2014	Fixed Meals			Washington, Dis...	Employee Reimb...	\$71.00	\$71.00
11/17/2014	Fixed Meals			Washington, Dis...	Employee Reimb...	\$71.00	\$71.00
11/16/2014	Fixed Meals			Washington, Dis...	Employee Reimb...	\$71.00	\$71.00
11/16/2014	Subway - 7500	Washington Met...	Transportation t...	Washington, Dis...	Employee Reimb...	\$18.00	\$18.00
11/15/2014	Fixed Meals			Washington, Dis...	Employee Reimb...	\$71.00	\$71.00
11/15/2014	Taxi - 7500		Transportation t...	Washington, Dis...	Employee Reimb...	\$41.37	\$41.37
11/09/2014	Train - 7500	Amtrak	Society for Neur...	Washington, Dis...	Employee Reimb...	\$109.65	\$109.65
11/09/2014	Conference Reg Fees - 7314	Society for Neur...	attending SFN c...	Washington, Dis...	Employee Reimb...	\$305.00	\$305.00
11/03/2014	Misc-only when type is not liste...		Neuroscience c...	Washington, Dis...	Employee Reimb...	\$-2,000.00	\$-2,000.00
07/28/2014	Employee Hotel - 7500	Modus Hotels	Attending SFN c...	Washington, Dis...	Employee Reimb...	\$1,323.60	

3. In the Expense Report, review information about each expense by clicking on the line item. You will be able to review expense details and electronic receipts on the right hand side. You can also hover over the icons next to the Expense type to see additional information such as comments and attendees.

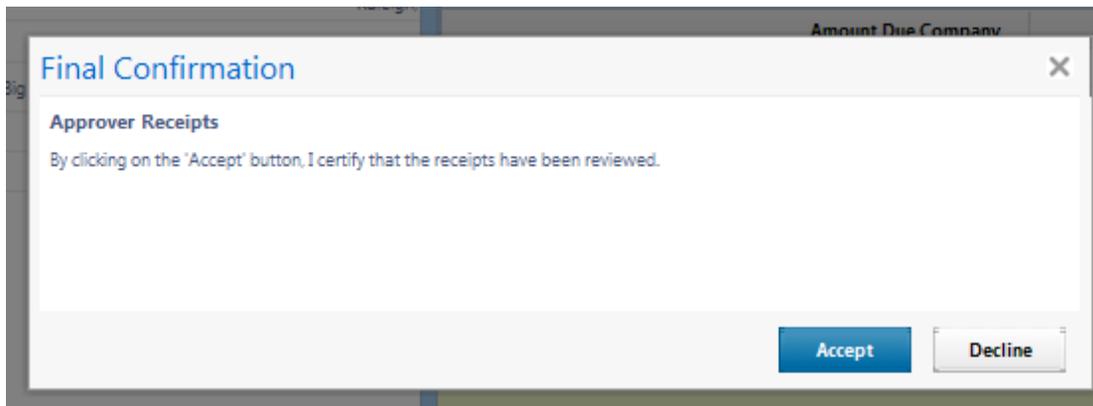
4. Once you have reviewed the expense reports click one of the following buttons, depending on your post-review decision:

Approve – the Expense Report will continue to the next approver listed in the electronic workflow.

Send Back to Employee – Return the Expense Report to the employee to make an update to the current report.



5. Accept that you have reviewed the receipts.



6. You have now approved the Expense Report. It will be automatically routed to the next approver.