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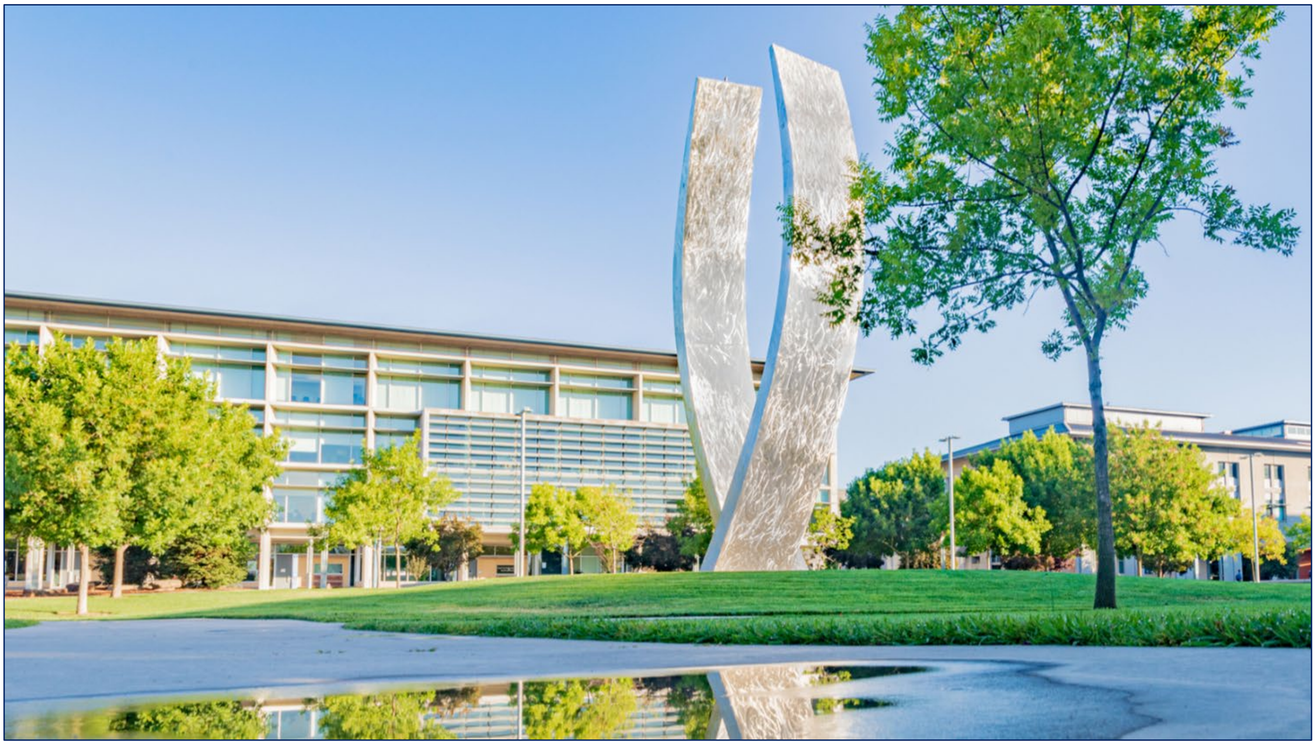


Reviewing and Approving an Expense Report (Approvers)

Step-by-Step Guide

Objective

This guide outlines the steps for Approvers to review and approve submitted expense reports.

As an approver, you will need to review submitted expense reports and approve them for posting into SAP and for subsequent payment. On the SAP Concur home page, in the **MY TASKS** section, you can view the list of reports waiting for your approval under the **Required Approvals** header. You can also access the expense reports through the **Approvals** tab available on the menu bar.

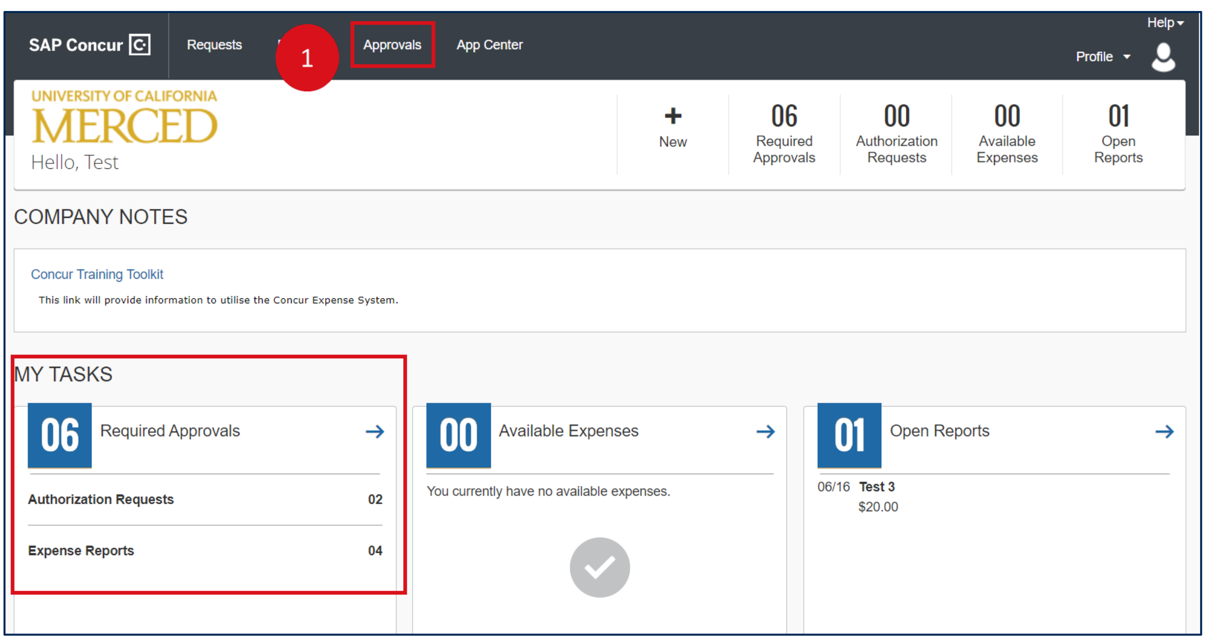
Notes: 1) After the user submits an expense report, it goes to the UCM Audit for review. After the UCM Audit approval, it goes to the designated Approver for approval. Next, it goes to the Process Manager for the final approval.

2) If an additional review is required for projects and grants, please forward it to the designated approvers. To send an expense report for further approval, refer to the **Adding an Additional Review Step to an Expense Report (Approvers)** guide.

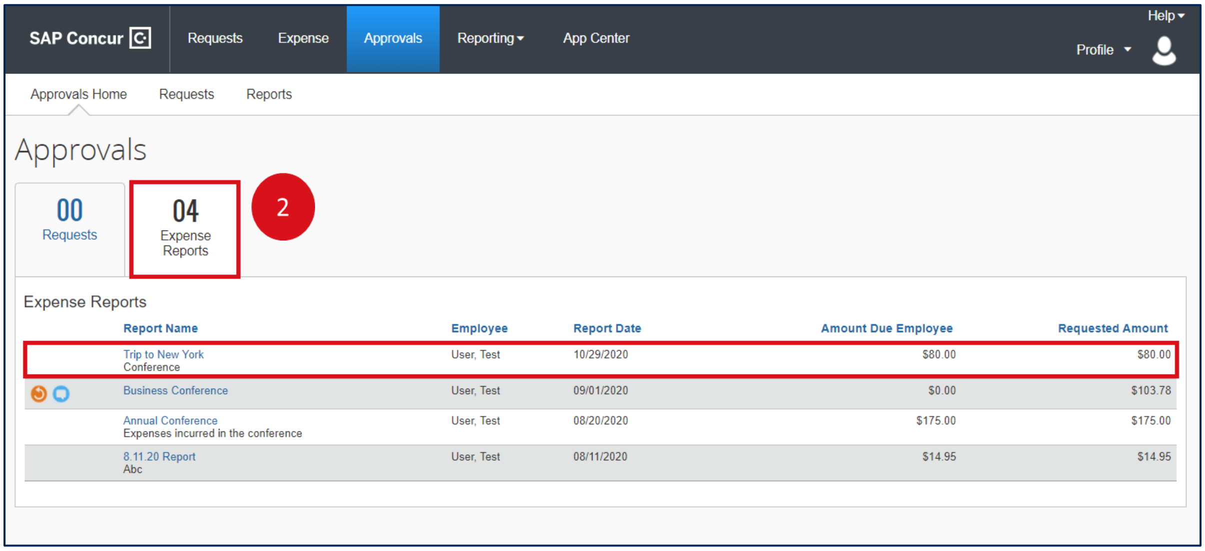
System Steps

Step 1: Log in to SAP Concur and click the **Approvals** tab to view available expense reports waiting for approval in the system.

Note: You can directly open the expense report from **MY TASKS** section.



Step 2: Under the **Expense Reports** section, click the required **Report Name** to open the expense report.

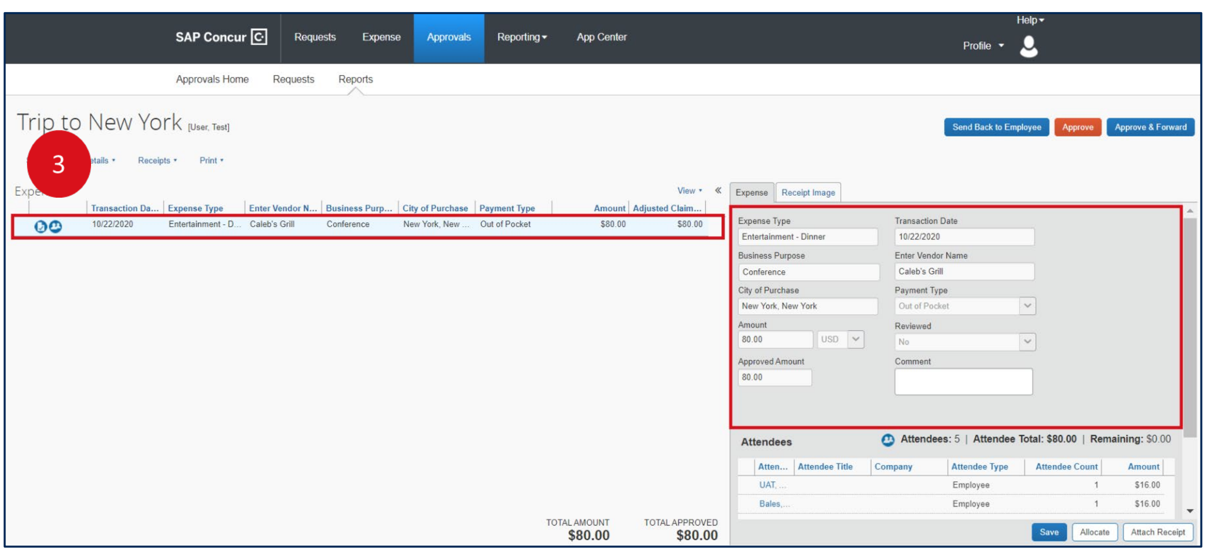


Step 3: Click the individual expenses to review the details.

Notes: 1) The right panel displays all the details of the expense as well as the receipt image. Review the expense details thoroughly, including the details in receipt images before approving the expense report. If the user has attached a receipt in the report, click the **Receipt Image** tab next to the **Expense** tab to view the receipt image.

2) You can also view the receipt, allocation details, and attendees by hovering over the respective icons available on the expense line item.

3) You can also send the report back to the employee for correcting errors, if any. To send the report back to the employee, refer to the **Sending Back an Expense Report (Approvers)** guide.



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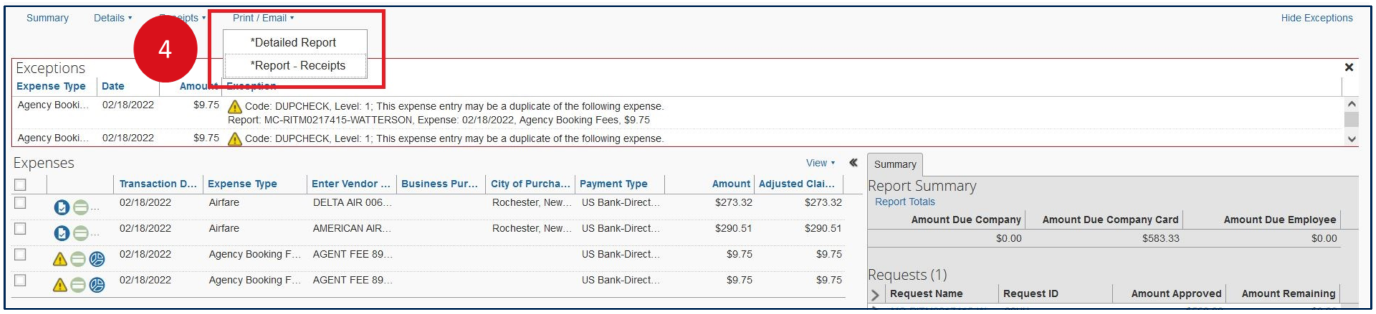
Step 4: Under the **Print/Email** click Detailed Report or Report - Receipts to view the natural account (Account Code) associated with the expense(s) selected.

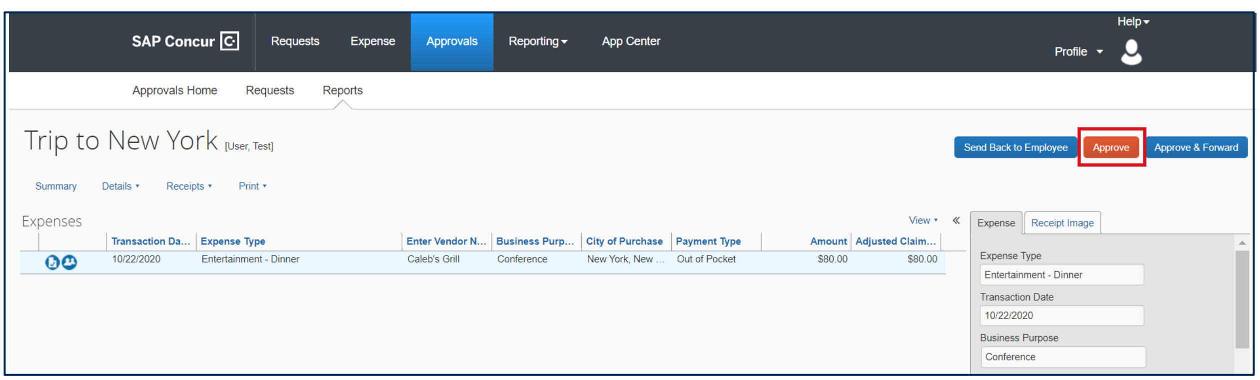
Notes: 1) Detailed Report will show all transactions listed on the report
2) Report - Receipts will only show transactions where a receipt is required, per policy.



Expenses Requiring Receipts

Transaction Date	Expense Type	Account Code 1	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
02/18/2022	Airfare	536001		DELTA AIR 0067691410362	Rochester	US Bank-Direct Bill	$273.32
02/18/2022	Airfare	536001		AMERICAN AIR0017691410361	Rochester	US Bank-Direct Bill	$290.51

Step 5: Click the **Approve** button to approve the expense report.



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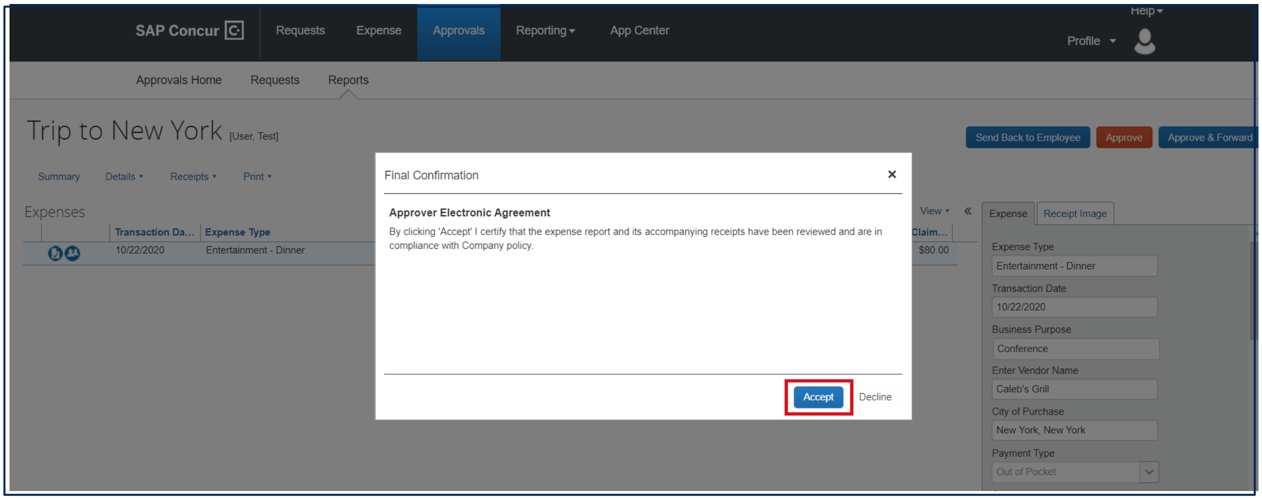
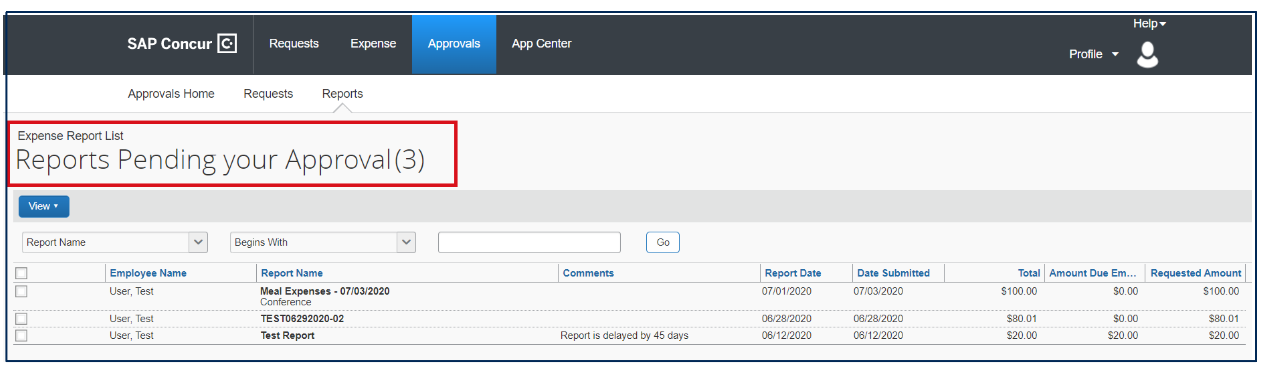
Step 6: Read the final confirmation message displayed on the screen and click the **Accept** button to proceed.



Step 7: After you have reviewed and approved the expense report, the report will no longer appear in the **Reports Pending your Approval** list.



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