

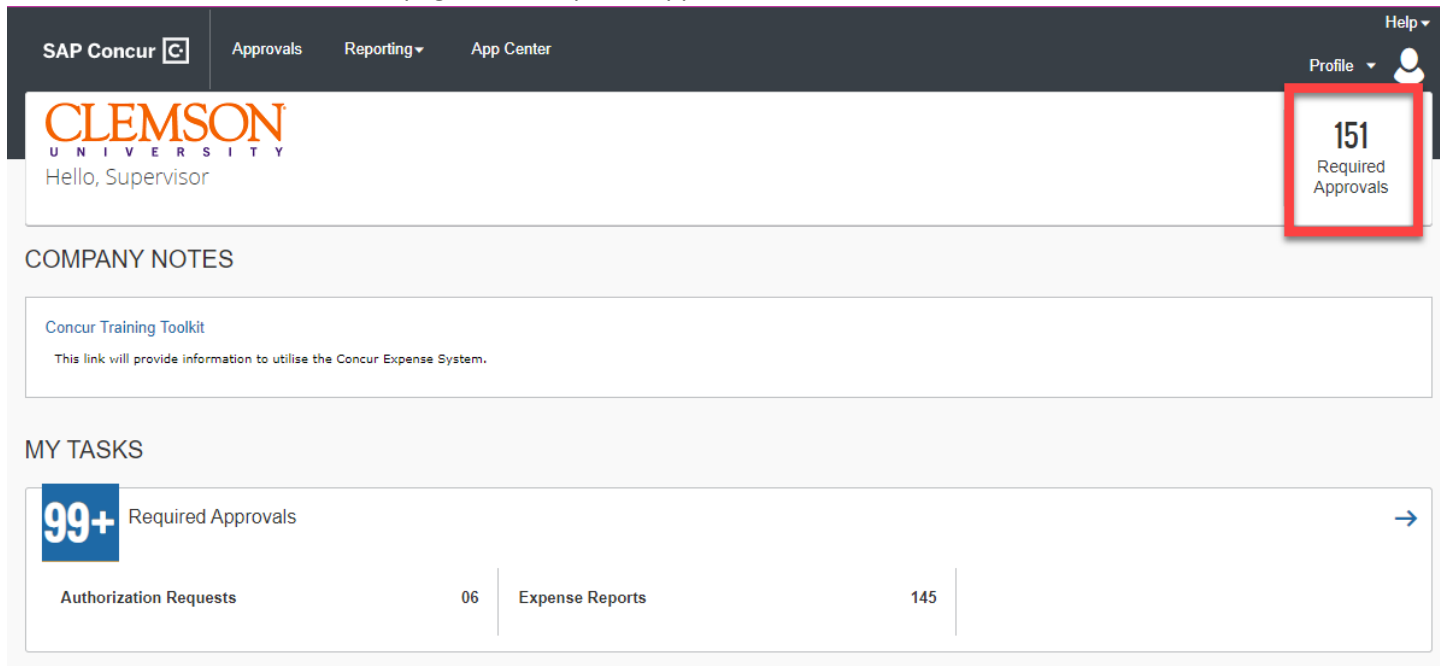
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# Reviewing & Approving An Expense Report

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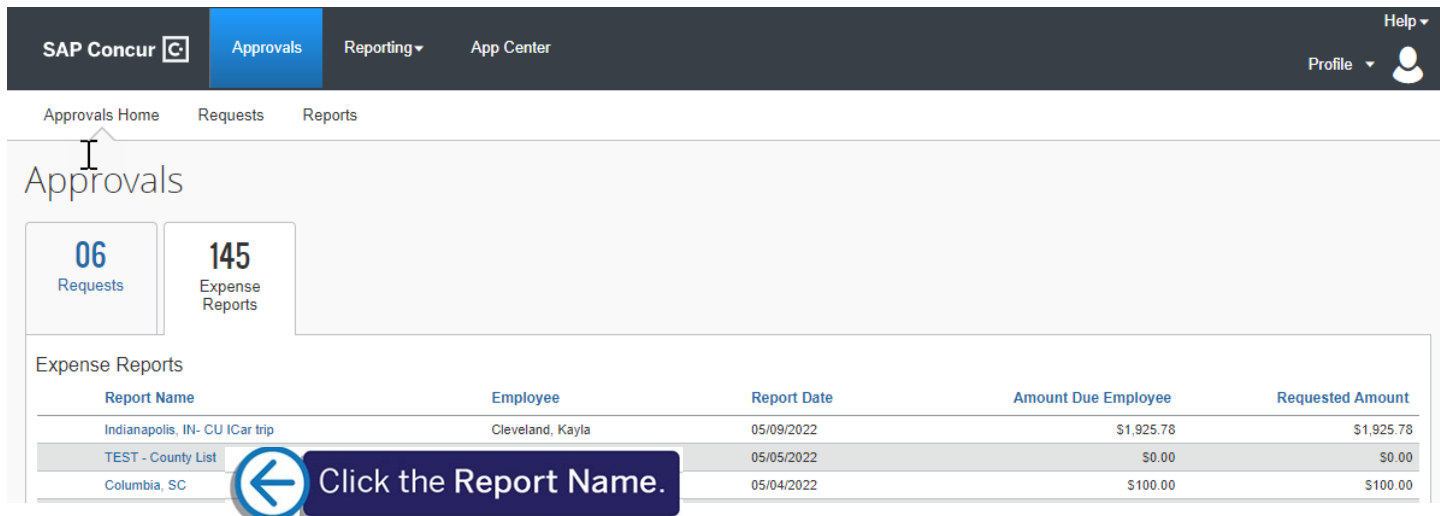
As an approver, you will need to review submitted expense reports and approve them for reimbursement. You can view a list of any reports or requests waiting your approval from the SAP Concur homepage. In the My Tasks section, or from the Approvals tab at the top of your screen.

1. On the SAP Concur homepage, click Required Approvals



The screenshot shows the SAP Concur homepage for a supervisor at Clemson University. The top navigation bar includes 'SAP Concur', 'Approvals', 'Reporting', and 'App Center'. The user's profile is visible in the top right corner, showing 'Profile' and a '151 Required Approvals' notification. The main content area is divided into sections: 'COMPANY NOTES' with a link to 'Concur Training Toolkit', and 'MY TASKS' which displays '99+ Required Approvals' and a breakdown of '06 Authorization Requests' and '145 Expense Reports'.

2. From the Approvals pane you can approve expense reports. However, we recommend that you open the report to view the expense details before approving them. To open an expense report for review, click the Report Name.



The screenshot shows the 'Approvals' page in SAP Concur. The top navigation bar is set to 'Approvals'. Below the navigation, there are two summary cards: '06 Requests' and '145 Expense Reports'. The main content area is titled 'Expense Reports' and contains a table with the following data:

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Indianapolis, IN- CU ICar trip	Cleveland, Kayla	05/09/2022	\$1,925.78	\$1,925.78
TEST - County List		05/05/2022	\$0.00	\$0.00
Columbia, SC		05/04/2022	\$100.00	\$100.00

A callout box with a blue arrow points to the 'TEST - County List' row, with the text 'Click the Report Name.'.

- All your report expenses appear in the Expenses list. If the report contains any exceptions, they will be displayed on the Exceptions section.

The screenshot shows the SAP Concur interface for an expense report. At the top, there are navigation tabs for 'Approvals', 'Reporting', and 'App Center'. The user's profile and help options are visible in the top right. The main header indicates the location 'Columbia, SC [Cleveland, Kayla]' and provides buttons for 'Send Back to User', 'Approve', and 'Approve & Forward'. Below the header, there are tabs for 'Summary', 'Details', 'Receipts', and 'Print / Email'. A red-bordered box highlights the 'Exceptions' section, which contains a table with one entry: 'N/A' with a warning icon and the message 'Your Expense Report exceeds the variance allowed based on your Request and will route for review and approval.' Below this, the 'Expenses' section is visible, showing a table with columns for Date, Expense Type, Amount, and Requested. A single expense is listed: '11/24/2021 Lodging/Hotel Airbnb, Columbia, South Carolina' with an amount of \$100.00. To the right, a 'Report Summary' section shows 'Amount Due Company' as \$0.00 and 'Amount Due Employee' as \$100.00. At the bottom, there are summary totals: 'TOTAL AMOUNT \$100.00' and 'TOTAL REQUESTED \$100.00'.

- After reviewing expenses, receipts, and any exceptions, to approve the expense report, click Approve. After you have reviewed and approved an expense report, the report will no longer appear in your Reports Pending your Approval list

This close-up screenshot focuses on the approval actions. At the top, there are 'Help' and 'Profile' dropdown menus. The main focus is a callout box that says 'Click Approve.' with a blue arrow icon pointing to the right. Below this callout are three buttons: 'Approve' (orange), 'Approve & Forward' (blue), and 'Hide Exceptions' (blue text). A red-bordered box highlights the 'Approve' button. Below the buttons, there is a table with a single row showing 'Amount Due Employee' as '\$100.00'.