



Travel Management System (TMS)

JOB AID # 6.01

Date: 03/29/2012

Job Aid Description: Approve Expense Report

As an approver, you will receive a system-generated email when a report has been submitted for your approval.

Approve a Report

1. Go to **My Concur** page. In the **Approval Queue**, click the name of the Expense report you want to view.
2. On the **Expense Report** page, click EACH expense to view. Check for accuracy and policy. Note: Check the Details tab to easily access expense details such as allocations, itineraries, travel allowance, and cash advances.
3. View any exceptions on the report in the Exceptions section above the Expense detail or click the icon next to the expense item.
4. To view allocations either place your cursor over the allocations icon or click on the Details tab and select **Allocations**.
5. To view any notes on the expense item from the preparer, click on the comment icon.
6. To view a comment and add a comment to a particular expense item, click on the expense item, click on the **Details** tab and select **Comments**. Enter your comment and click **Save**.
7. To view the Audit Trail, click on the **Details** tab and select **Audit Trail**
8. To view Cash Advances assigned to this Expense Report click on the Details tab and select **Assigned** under Cash Advances.
9. To approve the entire Expense Report, click **Approve**

Approve and Forward (to another approver)

1. In the **Approval Queue** Section of My Concur, click the name of the report that you want to view.
2. Click **Approve and Forward**.
3. In the **Approval Flow window**, click the **Search Approvers** by dropdown arrow.
4. Select the desired search option from the dropdown list.
5. In the User-Added Approver field, type the search criteria.
6. From the list of options displayed by the search, select the appropriate approver.
7. Click **Approve**

Important: The approver is held accountable for ALL approved information on the Expense report. Please be sure to check reports carefully for required receipts, policy violations, allocations, etc. before you approve!

Approvers: Review and Decline Expense Reports

As an approver, you will receive a system-generated email when a report has been submitted for your approval

Send Expense Report Back to Employee

1. In the approval Queue section of My Concur, click the name of the report that you want to view and review each expense. If not satisfactory, do not approve and send back to employee.
2. Click Send Back to Employee.
3. In the send Back Report page, add notes in the Comment box informing the employee what he or she must do.
4. Click ok

Please review all reports carefully for policy compliance and approve in a timely manner.