Review and Approve Expense Reports

Launch Concur

Concur Travel and Expense can be found on the Penn TEM website: www.upenn.edu/penntravel
Under Resources, click Log-in to Concur OR on the left hand side click Expense Report, then click on the Concur icon.
The direct link is https://idp.pennkey.upenn.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https%3a%2f%2fwww.concursolutions.com
Your PennKey authentication page will pop up. Log in.
1. Concur Travel and Expense will automatically load

You can locate reports in your Approval Queue several different ways:

- On the Home page, review the “Work to Zero” dashboard. The number of reports in your approval queue will be listed as Required Approvals. Click on Required Approvals to open your Approval Queue.

- On the Home page, scroll down to “My Tasks”. Reports pending your approval will be listed under Required Approvals. Click Required Approvals to open your Approval Queue.
• Click directly on the Approvals page at the top of the screen, and click the Expense Reports tab to view your Approval Queue.

Once you are on the Approvals page, click on the title of the expense report you want to review/approve. The report will open on the screen.

**Step One: Review Report Header**

The Report Header contains the basic data about the expense report including the type of travel (domestic, international, local, non-travel, Capital Project, UPHS, or team travel), the report name, the business justification, and any other notes to the approver.

To access the Report Header, open the detailed expense report by clicking on the Report Name, and then do one of the following:

• Click on the title of the expense report
• Select the Details tab, Report Header
In either case, the Report Header will appear as a popup on the screen.

- Review the information to ensure that it is sufficient in terms of justification and explanations. Be sure to review the funding source and read any comments put into the Notes to Approver box.
- If you have any additional information you need to add, you can do so in the Notes to Approver box.
- When review is complete, click Save or Cancel at the bottom to close the pop up.

**Step Two: Review Exceptions**

Definition: An **exception** is a warning or message to the individual requesting reimbursement or person creating the expense report, related to a specific entry they have made. Often there is a message associated with an exception indicating recommended action. Examples might be:

- **Traveler has a Travel Advance Balance outstanding.** Please provide details in the comments section if it was not applied to this expense report.
- **This is a NON TRAVEL expense report.** Please remove all travel expenses and place on a separate expense report.
Exceptions appear directly under the name of the expense report. There is a Hide Exceptions/Show Exceptions button on the far right side of the screen.

**Review the exceptions**

1. If the Show Exceptions button is showing on the far right, click it to reveal any items. Use the scroll bar in the Exceptions box to scroll through all exceptions.
2. Has the submitter done everything required? If the message indicates that a document must be attached, such as a receipt from the cashier’s office for the return of unused travel advance funds, the approver can verify its inclusion by selecting Receipts, View Receipts in the tool bar located directly under the name of the expense report.

**Step Three: Review Detailed Expenses**

**Action:** Review an individual expense by clicking on it.

- The window on the right of the screen will show the details of that expense
- Be sure to look in the Comment field of each line item for additional information
- Receipts - If there is a blue receipt icon to the left of the expense, the receipt is attached directly to it. All other receipts can be reviewed by selecting “Receipts”, “View Receipts” in the tool bar located directly under the name of the expense report.
- An expense showing a single “person icon” is a personal expense, and should show $0 in the far right column, indicating that the individual has chosen to not be reimbursed for this expense (such as a movie that was included on their hotel invoice).
- An expense showing a "multiple people icon" is a business meal with attendees. By hovering over or clicking on the icon, the list of attendees will appear for review.

![Attendee Summary](image)

- Expenses that have been allocated to multiple funding sources can be reviewed by hovering over or clicking on the "pie chart icon" connected to the expense.

If you are the person designated to allocate the funds, you would proceed to do so at this point. (See instructional materials on “How To Allocate An Expense”)

![Allocations](image)

- If you are the Default Reviewer, check the Approval Flow (Details, Approval Flow).
  - For expense reports over $500, verify that the correct approver is in the Supplemental Approver box. If necessary, remove the name in that box and enter the correct name.
  - For expense reports needing Supplemental Approver, but are under $500, go to the Report Header and check the Supplemental Approver box. This will activate the field in the Approval flow, allowing you to input the appropriate Approver name in that field.
**Step Four: Approve or Reject the Expense Report**

Action: Select the appropriate button on the top right of the expense report screen

![Expense Report Screen]

**Note:** if you would like to see who else has approved the report before you, click the Details tab and select Approval Flow.

Approval Options:

1. **Send Back to Requestor**
   a. Select the **Send Back to Employee** button if there is a problem with the expense report such as a missing receipt, unallowable expense, or need for further justification.
   b. In the popup box, give a clear description of the issue. Example: Receipt missing for gas expense on 2-14-14 for $56.00.
   c. Click OK.

2. **Approve**
   a. Click the **Approve** button
   b. Read the statement on receipts and select on the appropriate answer.
   c. Report will proceed to the next approver, if one exists in the work flow, or will proceed to the back office for reimbursement.
3. **Approve & Forward**
   
a. If, after reviewing the expense report, you want to add an additional approver, select the **Approve & Forward** button.

   b. In the popup box, begin typing in the last name of the additional approver you want to add in the User-Added Approver field. When their full name appears, click on it.

   c. Type in any additional comments in the text box below.

   d. At the bottom of the pop up box, select **Approve & Forward**

   e. Read the statement on receipts and click on the appropriate answer.

   f. It will now route to the approver you added to the workflow.

**Important Note to Default Approvers:**

If you are a default approver, you have an additional step: Supplemental Approver assignment, if necessary.

A Supplemental Approver is required if the expense report is over $500 or if your school/center has specific rules that require a type of expense or even all expense reports needing a higher level/supplemental approver.

- If the report total is over $500, the Supplemental Approval field will be required. It is essential that you verify the name that is in that field, and change it to the correct higher level approver.
- If the report is not over $500, you can still activate that field by checking the button on the Report Header of the expense report. (To return to the Report Header, click on the title of the expense report or go to the Details tab and select Report Header.)

![Report header for: DC Conference](image)

Then proceed to fill in the Supplemental Approver field on the Approval Flow screen. (From inside the expense report, click Details, select Approval Flow...bottom entry is Supplemental Approver.)

- Note: Once a Supplemental Approver has been named by the Default Reviewer, any of the subsequent cost object approvers can elect to change the Supplemental Approver.

**Step Five: Proceed to Review Next Expense Report Needing Approval**

Click on the Approvals tab at the top. Are there additional expense reports needing your approval? Start at Step One again. Complete all approvals in the same manner.
View Reports you Approved in the Past

To view reports that you’ve approved in the past, from the Approvals page, click on Reports.

- Click on the View drop-down button to view all reports you’ve approved within a given timeframe, or select All Reports you Approved.

- You can also search by Report Name, Employee ID, Report Total, etc.

![View Reports in CONCUR](image)