

SAP Concur 

EXPENSE APPROVER





TABLE OF CONTENTS

- HOME PAGE** 2
- APPROVALS TAB** 3
- EXCEPTIONS** 4
- SUMMARY** 4
- DETAILS** 6
 - Report Header 7
 - Totals 8
 - Audit Trail 8
 - Approval Flow 9
 - Comments 10
 - Allocations 10
 - Itineraries 12
 - Expenses & Adjustments 13
- RECEIPTS** 13
 - Receipts Required 14
 - View Receipts in new window 14
 - View Receipts in current window 14
 - Attach Receipt Images 14
- EXPENSES** 15



HOME PAGE

As an approver, the requests and expense reports pending approval will be visible on your home screen in the **Required Approvals** box. If you are in the Expense Processor Role, you will not see reports in this field. Please see the Expense Processor Role job aid for assistance.

The screenshot shows the SAP Concur home page for user JAMIE. The top navigation bar includes 'Requests', 'Expense', 'Approvals', and 'App Center'. The main header displays the SAP Concur logo and a 'Hello, JAMIE' greeting. A summary row shows counts for 'New' (+), 'Required Approvals' (04), 'Authorization Requests' (05), 'Available Expenses' (80), and 'Open Reports' (04). Below this is a 'COMPANY NOTES' section with a link to 'Concur Training Toolkit'. The 'MY TASKS' section features three task cards: 'Required Approvals' (04), 'Available Expenses' (80), and 'Open Reports' (04). The 'Required Approvals' card is highlighted with a red box and lists three expense items from LINDSAY B. in Seattle, WA.

Task	Count
New	+
Required Approvals	04
Authorization Requests	05
Available Expenses	80
Open Reports	04

MY TASKS

Task	Count
Required Approvals	04
Available Expenses	80
Open Reports	04

Required Approvals Details:

Expense Item	Amount	Type
LINDSAY B. Seattle, WA - 11/2-11/4/18	\$503.01	Expense
LINDSAY B. Dallas, TX - 9/19-9/21/18	\$200.00	Expense
LINDSAY B. Seattle, WA - 6/28/18-7/2/18	\$1,839.00	Expense

Available Expenses Details:

Expense Item	Amount
07/11 Local/Suburban Commuter Passenge	\$96.21
07/11 AIRWAYS RENT-A-CAR	\$750.54
07/11 Service Stations (with or witho	\$31.29

Open Reports Details:

Expense Item	Amount
10/12 Sandestin, FL 6/27-30/18	
10/10 San Antonio, TX 9/12	\$1,613.00
10/10 asdfdsaf,asdfasdf	



APPROVALS TAB

If there are more reports pending than are visible in this area, you can click on the **Required Approvals** link to be redirected to the **Approvals** tab on the menu bar.

The screenshot shows the SAP Concur interface for the Approvals tab. At the top, there is a navigation bar with 'SAP Concur' logo, 'Requests', 'Expense', 'Approvals' (highlighted), and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, there are tabs for 'Approvals Home', 'Requests', and 'Reports'. The main content area is titled 'Approvals' and contains two summary cards: '00 Requests' and '04 Expense Reports'. Below these cards is a table titled 'Expense Reports' with the following data:

	Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
	Seattle, WA - 11/2-11/4/18	BRYANT, LINDSAY	11/01/2018	\$0.00	\$503.01
	Dallas, TX - 9/19-9/21/18	BRYANT, LINDSAY	11/01/2018	\$200.00	\$200.00
	Seattle, WA - 6/28/18-7/2/18	BRYANT, LINDSAY	10/30/2018	\$1,620.74	\$2,089.00
	Dallas, TX - 8/20-8/22/18	BRYANT, LINDSAY	10/22/2018	\$952.26	\$1,550.00

1. Select the **Report Name** you wish to review. Note: The icons to the left of the report name help the approver identify specific items. You can hover your mouse over the icons to see what they are for or to view the comment.



Report has been returned.



Comments



Exceptions – these can be viewed once opening the report.



EXCEPTIONS

After opening the report, the approver should immediately see any exceptions related to the expense report.

Expense Type	Date	Amount	Exception
Hotel	07/02/2018	\$468.26	⚠ This itemized entry has sub-entries with one or more exceptions.
Dinner	07/02/2018	\$12.26	⚠ Warning: You have checked the 'Personal Expense' box. You will not get reimbursed for this claim.

Date	Expense Type	Amount	Requested
07/02/2018	Airfare Delta Air Lines, Montgomery, Alabama	\$1,000.00	\$1,000.00
07/02/2018	M&IE Rate Seattle, Washington	\$55.50	\$55.50
07/02/2018	Baggage Fees	\$25.00	\$25.00
07/02/2018	Hotel SOUTH SEAS RESORTS, Seattle, Wa	\$468.26	\$456.00
07/01/2018	M&IE Rate Seattle, Washington	\$74.00	\$74.00

Report Summary			
Report Totals	Amount Due Company	Amount Due Company Card	Amount Due Employee
	\$0.00	\$468.26	\$1,370.74

Requests (1)			
Request Name	Request ID	Amount Approved	Amount Remaining
Seattle, WA - 6/28/18-7/2/18	33FJ	\$2,953.80	\$1,174.80

COST OBJECT APPROVED AMOUNT
\$1,839.00

SUMMARY

The Report Summary to the right of the screen will show the Request related to the report and the following information:

- **Amount Due Company** – If the traveler used their travel card for personal expenses and those expenses are more than the amount due the traveler, this will be the amount owed to the State.
- **Amount Due Company Card** – The amount of charges on the AL Visa Travel Card that will be paid with this transaction.
- **Amount Due Employee** – The amounts reimbursable to the employee.
- **Amount Approved** – The amount approved on the travel request
- **Amount Remaining on the Request** – The amount remaining on the request after expense reports have been submitted.

Note: This screen can be viewed at any time by selecting the **Summary** link at the top left of the page.



- Click on the arrow to the left of the Request Name to see the details of the Amount Approved vs Amount Remaining for each expense type. If a traveler expensed more than the request, the overage will be displayed as a negative number.

Summary				
Report Summary				
Report Totals				
	Amount Due Company	Amount Due Company Card	Amount Due Employee	
	\$0.00	\$468.26	\$1,370.74	
Requests (1)				
>	Request Name	Request ID	Amount Approved	Amount Remaining
>	Seattle, WA - 6/28/18-7/2/18	33FJ	\$2,953.80	\$1,174.80

Summary				
Report Summary				
Report Totals				
	Amount Due Company	Amount Due Company Card	Amount Due Employee	
	\$0.00	\$468.26	\$1,620.74	
Requests (1)				
>	Request Name	Request ID	Amount Approved	Amount Remaining
∨	Seattle, WA - 6/28/18-7/2/18	33FJ	\$2,953.80	\$924.80
	Conference Registration		\$250.00	\$0.00
	Parking - Airport		\$100.00	\$100.00
	Hotel		\$600.00	\$204.00
	M&IE Rate		\$333.00	\$0.00
	Rental Car		\$400.00	\$400.00
	Baggage Fees		\$30.00	\$5.00
	Per diem		\$20.00	\$5.00



DETAILS

Select the **Details** link to view the following:

The screenshot shows a web interface for expense reports. At the top, there are navigation tabs: Summary, Details (selected), Receipts, and Print / Email. Below the tabs, there are sections for 'Exceptions' and 'Expenses'. The 'Expenses' section contains a table with columns for Date, Description, Amount, and Requested. A dropdown menu is open over the table, listing options: Report, Report Header, Totals, Audit Trail, Approval Flow, and Comments. The table data is as follows:

Date	Description	Amount	Requested
07/02/2018	Allocations	\$1,000.00	\$1,000.00
07/02/2018	Travel Allowances	\$55.50	\$55.50
07/02/2018	Expenses & Adjustments	\$25.00	\$25.00
07/02/2018	Hotel SOUTH SEAS RESORTS, Seattle, Wa	\$468.26	\$468.00
07/01/2018	M&IE Rate Seattle, Washington	\$74.00	\$74.00
06/30/2018	M&IE Rate Seattle, Washington	\$74.00	\$74.00

At the bottom right of the table, it says 'COST OBJECT APPROVED AMOUNT' followed by a blue icon and the value '\$2,089.00'.



REPORT HEADER

Comments will be visible in the report header, in addition to the Comments section. Verify the following information:

- **Policy** – This drives the expense type coding in STAARS, so be sure the policy corresponds to the type of travel being done (In State Actual vs Out of State). *Note: The Policy defaults from the Request.*
- **Trip Type** – This will only be an option on travel using the Out of State Policy. This field will default to Out of State, but if the travel is related to International, that option should be selected by the traveler. The International selection will drive expenses that are allowed to be claimed.
- **Department** – This will drive how the transaction is posted in STAARS. Approvers have the capability to change this information if incorrect. There is also an opportunity to allocate expenses differently in another area.
- **Accounting Group** - This will drive how the transaction is posted in STAARS. Approvers have the capability to change this information if incorrect. There is also an opportunity to allocate expenses differently in another area.
- **Accounting Template** - This will drive how the transaction is posted in STAARS. Approvers have the capability to change this information if incorrect. There is also an opportunity to allocate expenses differently in another area.

Report header for: Seattle, WA - 6/28-7/2/18

Previous Comment
Entered By JAMIE JACKSON: Do you need to claim the Conference Registration Fee?

Policy *AL-Out of State	Trip Type Out of State	Report Name (Destination, Travel Dates) Seattle, WA - 6/28-7/2/18	Report ID 611C641458B54A5989A0
Employee Name BRYANT, LINDSAY	Report Date 02/22/2019	Report Currency US, Dollar	Receipts Received Yes
Submit Date 02/26/2019	Approval Status Pending Cost Object Approval	Payment Status Not Paid	Comment
Department (010) FINANCE	Accounting Group (1242.917) Comptroller Fisca	Accounting Template (UNCP01) COMPTROLLER	

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Seattle, WA - 6/28-7/2/18	3469	No	\$3,054.60	\$3,054.60	\$1,351.97

Save Cancel



TOTALS

This report is displayed to the traveler when they submit their expense report.

Report Totals	
Expense Report	
Report Total :	\$2,101.26
Less Personal Amount :	\$12.26
Amount Claimed :	\$2,089.00
Amount Rejected :	\$0.00
Amount Approved :	\$2,089.00
Company Disbursements	
Amount Due Employee :	\$1,620.74
Amount Due *AL-VISA :	\$468.26
Total Paid By Company :	\$2,089.00
Employee Disbursements	
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

AUDIT TRAIL

This tracks the steps of the report and changes made to it.

Audit Trail			
Report Level			
Date/Time	Updated By	Action	Description
11/09/2018 04:21 AM	System, Concur	Receipts Received	Receipts received status changed from No to Yes
11/09/2018 04:21 AM	System, Concur	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"
11/09/2018 04:14 AM	System, Concur	Approval Status Change	Status changed from Approved & In Accounting Review to Auto Approved Comment: This step has been skipped as the PROCSKIP exception has been triggered.
Entry Level			
Date/Time	Updated By	Action	Description
11/09/2018 04:14 AM	BRYANT, LINDSAY	Receipt Image Attached	Expense Type: Conference Registration; Date: 09/28/2018 User attached receipt image to this expense entry.
11/08/2018 02:28 PM	JACKSON, JAMIE	Receipt Reviewed	Expense Type: Hotel; Date: 07/02/2018



APPROVAL FLOW

This displays the workflow of the expense report.

Approvers have the capability of adding additional workflow steps if the document needs more review. This is done by selecting the **blue plus icon**. Hovering over the different blue plus icons will help identify the point you want an additional approval level to be inserted. Additional approvals can be added before or after a certain level in the existing workflow. Select the option that is best for your agency and begin typing the name of the new approver in the field provided. Select the correct name and **Save Workflow**. This additional workflow step is isolated to this particular report. It can be used to follow up on a unique situation or just to have an additional review of the document.

Note: The person being added must have an approval security role in order to be added by this process. Contact Financial Systems Support if you need assistance adding security roles to users.



COMMENTS

Previous comments made on the document are visible in this area. The approver also has the capability to add comments as necessary.

Comment History

Date	Entered By	Comment Text
11/09/2018	JACKSON, JAMIE D.	Do you need to claim Conference Registration?

If you would like to add a comment to this report, type it in the text box below and then click Save.

Comment

ALLOCATIONS

Allocations for Report: Seattle, WA - 6/28/18-7/2/18

Allocate Selected Expenses Clear Selections Summary

Date	Expense T...	Group	Amount
<input type="checkbox"/>	08/28/2018	M&IE Rate	\$55.50
<input type="checkbox"/>	08/28/2018	Baggage F...	\$25.00
<input type="checkbox"/>	08/28/2018	Conferenc...	\$250.00
<input type="checkbox"/>	08/29/2018	M&IE Rate	\$74.00
<input type="checkbox"/>	08/30/2018	M&IE Rate	\$74.00
<input type="checkbox"/>	07/01/2018	M&IE Rate	\$74.00
<input type="checkbox"/>	07/02/2018	Airfare	\$1,000.00
<input type="checkbox"/>	07/02/2018	M&IE Rate	\$55.50
<input type="checkbox"/>	07/02/2018	Baggage F...	\$25.00
Hotel			
<input type="checkbox"/>	08/28/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	08/28/2018	Hotel	\$99.00
<input type="checkbox"/>	08/29/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	08/29/2018	Hotel	\$99.00
<input type="checkbox"/>	08/30/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	08/30/2018	Hotel	\$99.00
<input type="checkbox"/>	07/01/2018	Hotel Tax	\$15.00

Allocate By: * Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	* Department	* Accounting...	* Accounting T...	Code
------------	--------------	-----------------	-------------------	------



Allocations can be changed by the approver selecting individual expenses or by clicking the box next to **Date** to select them all. Once expenses are selected, you will have the option to **Allocate Selected Expenses**.

Date	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	06/28/2018	M&IE Rate	\$55.50
<input checked="" type="checkbox"/>	06/28/2018	Baggage F...	\$25.00
<input checked="" type="checkbox"/>	06/28/2018	Conferenc...	\$250.00
<input checked="" type="checkbox"/>	06/29/2018	M&IE Rate	\$74.00
<input checked="" type="checkbox"/>	06/30/2018	M&IE Rate	\$74.00
<input checked="" type="checkbox"/>	07/01/2018	M&IE Rate	\$74.00
<input checked="" type="checkbox"/>	07/02/2018	Airfare	\$1,000.00
<input checked="" type="checkbox"/>	07/02/2018	M&IE Rate	\$55.50
<input checked="" type="checkbox"/>	07/02/2018	Baggage F...	\$25.00
Hotel			
<input checked="" type="checkbox"/>	06/28/2018	Hotel Tax	\$15.00
<input checked="" type="checkbox"/>	06/28/2018	Hotel	\$99.00
<input checked="" type="checkbox"/>	06/29/2018	Hotel Tax	\$15.00
<input checked="" type="checkbox"/>	06/29/2018	Hotel	\$99.00
<input checked="" type="checkbox"/>	06/30/2018	Hotel Tax	\$15.00
<input checked="" type="checkbox"/>	06/30/2018	Hotel	\$99.00
<input checked="" type="checkbox"/>	07/01/2018	Hotel Tax	\$15.00

Select **Allocate By** to allocate by either Percentage or Amount. Select **Add New Allocation** to add lines to allocate by.

Percentage	Department	Accounting...	Accounting T...	Code
<input checked="" type="checkbox"/>	100			



Enter information into the **Department**, **Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**. Once information has been keyed, select **Save**. *Note: Adding allocations may add approval roles to the workflow of the document.*

The screenshot shows the 'Allocations' window with a total of \$2,089.00. A search dropdown menu is open over the 'Accounting Group' field, showing 'Type to search by:' with radio buttons for 'Text' and 'Code'. The 'Code' option is selected, and a search result '[010] FINANCE' is visible. The table below shows a single allocation with 100% percentage and Department 010.

Percentage	Department	Accounting Group	Accounting Template	Code
100	010			

ITINERARIES

There should be at least two lines of information. The first line will be the departure date, with the time leaving base and the time arriving at the destination. The second or last line will be the return date, with the time leaving the destination and the time returning to base.

The screenshot shows the 'Travel Allowances For Report: Seattle, WA - 6/28/18-7/2/18' window. It has two tabs: 'Assigned Itineraries' and 'Expenses & Adjustments'. The 'Assigned Itineraries' tab is active, showing a table with columns: Departure City, Date and Time, Arrival City, Date and Time, and Arrival Rate Location. The table contains two rows of itinerary data.

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Seattle, WA - 6/28/18-7/2/18				
Montgomery, Alabama	06/28/2018 08:00 AM	Seattle, Washington	06/28/2018 03:00 PM	KING COUNTY, US-WA, US
Seattle, Washington	07/02/2018 09:00 AM	Montgomery, Alabama	07/02/2018 03:00 PM	MONTGOMERY COUNTY, US...



EXPENSES & ADJUSTMENTS

The Travel Allowances screen drives the CONUS rates that the traveler claims on their reimbursement. If any personal days are included in the travel event, the CONUS rate for that day should have been excluded by selecting the box on that line under the **Exclude** column. If the agency policy is to reduce CONUS by meals provided, those meal amounts are reduced by selecting the box on the date line under the appropriate column. The conference itinerary will need to be provided as an attachment on the expense report in order for this to be checked at the agency level. The **Allowance Column** will display the CONUS amounts on the expense report.

Travel Allowances For Report: Seattle, WA - 6/28/18-7/2/18

Assigned Itineraries | Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/28/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50
<input type="checkbox"/>	06/29/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	06/30/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	07/01/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	07/02/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50

RECEIPTS

Click on the **Receipts** link.

Summary | Details | **Receipts** | Print / Email

Expense Type	Date
Hotel	07/02/2018
Dinner	07/02/2018

Receipts Required
View Receipts in new window
View Receipts in current window
Attach Receipt Images

Date	Expense Type	Amount	Request
07/02/2018	Airfare Delta Air Lines, Montgomery, Alabama	\$1,000.00	\$1,000.00
07/02/2018	M&IE Rate Seattle, Washington	\$55.50	\$55.50



RECEIPTS REQUIRED

Receipt Review □ ×

Reminder: Receipts Required!

According to company policy, you must provide receipts for the expenses listed below. You may attach scanned images. To view the receipts that are already associated with this report, click **View Receipts**. If you need to fax or attach more, click **Print Fax Cover Page** or **Attach Receipt Images** (whichever applies).

Print *AL-Detailed Report with Summary Data
Attach Receipt Images
View Receipts

Expense Type	Date ▲	Amount
Close		

VIEW RECEIPTS IN NEW WINDOW

This allows the approver to view all documentation at one time in a new window. You will also have the option to view each receipt as you review the expense type.

VIEW RECEIPTS IN CURRENT WINDOW

This allows the approver to view all documentation at one time alongside the expense details. To dismiss this view, select the double arrow at the far right.

Expense Type: Airfare
Transaction Date: 07/02/2018
Business Purpose: [blank]
Ticket Number: [blank]
Vendor: Delta Air Lines
City of Purchase: Montgomery, Alabama
Amount: 1,000.00
Approved Amount: 1,000.00

RECEIPT

Received From: [blank] Amount: \$ [blank]
For Payment of: [blank]
Received By: [blank]

»

ATTACH RECEIPT IMAGES

The approver has the capability of attaching additional information as necessary.

Expense Type	Date	Amount	Exception
Hotel	07/02/2018	\$488.26	⚠ This itemized entry has sub-entries with one or more exceptions
Dinner	07/02/2018	\$12.26	⚠ Warning: You have checked the 'Personal Expense' box. You will not be able to attach receipts for this expense.

Date	Expense Type	Amount	Requested
07/02/2018	Airfare Delta Air Lines, Montgomery, Alabama	\$1,000.00	\$1,000.00
07/02/2018	M&IE Rate Seattle, Washington	\$55.50	\$55.50
07/02/2018	Baggage Fees	\$25.00	\$25.00



EXPENSES

The expenses will be listed by line on the left of the screen.

Click on any expense line to see these details:

- **Expense Type** – The Expense Type drives the coding in STAARS, so be sure the correct expense type is selected on each line of the expense report.
- **Transaction Date**
- **Business Purpose** – for agency use only
- **Vendor or Enter Vendor Name**
- **City of Purchase**
- **Payment Type** – If the Travel card is used, the payment type should always be *AL-VISA. If a traveler paid for an expense using personal funds, the payment type should be CASH.
- **Amount**
- **Reviewed** – This field can be used if the approver wants to mark each expense as it is reviewed. This feature allows you to pause during the review process and know where to pick up later.
- **Approved Amount**
- **Comment** – for agency use only

Expense [Receipt Image](#)

Total Amount: \$468.26 | Itemized: \$468.26 | Remaining: \$0.00

Expense Type	Transaction Date	Business Purpose
Hotel	07/02/2018	
Vendor	Enter Vendor Name	City of Purchase
South Seas Resorts	SOUTH SEAS RESORTS	Seattle, Washington
Payment Type	Amount	Reviewed
*AL-VISA	468.26 USD	No
Approved Amount	Comment	
456.00		

[Save](#) [Attach Receipt](#)



To make Hotel itemizations visible, click the arrow to the left of the date:

Expenses				View ▾
Date ▾	Expense Type	Amount	Requested	
07/02/2018	Airfare Delta Air Lines, Montgomery, Alabama	\$1,000.00	\$1,000.00	
07/02/2018	M&IE Rate Seattle, Washington	\$55.50	\$55.50	
07/02/2018	Baggage Fees	\$25.00	\$25.00	
07/02/2018	Hotel SOUTH SEAS RESORTS, Seattle, Washington	\$468.26	\$456.00	
This itemized entry has sub-entries with one or more exceptions.				
07/02/2018	Dinner	\$12.26	\$0.00	
07/01/2018	Hotel	\$99.00	\$99.00	
07/01/2018	Hotel Tax	\$15.00	\$15.00	
06/30/2018	Hotel	\$99.00	\$99.00	
06/30/2018	Hotel Tax	\$15.00	\$15.00	
06/29/2018	Hotel	\$99.00	\$99.00	
			COST OBJECT APPROVED AMOUNT	\$1,839.00

The hotel bill should be itemized showing the room rate and taxes for each night. A daily hotel parking rate should also be visible if that expense is being claimed. Take note of any inconsistencies in daily charges. In this example, a meal is itemized out on the bill. If CONUS is being claimed, make sure meals are marked as a Personal Expense. Any other inconsistencies should be reviewed to make sure the proper Expense Type is used and marked as a Personal Expense if necessary.

<input type="checkbox"/>	07/02/2018	Hotel	\$468.26	\$456.00
		SOUTH SEAS RESORTS, Seattle,		
<input type="checkbox"/>	06/28/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	06/28/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	06/29/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	06/29/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	06/30/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	06/30/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	07/01/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	07/01/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	07/02/2018	Dinner	\$12.26	\$0.00



To approve, select the **Approve** button. To reject the expense report back to the traveler, select the **Send Back to Employee** button.

The screenshot shows the SAP Concur Expense Approvals interface. At the top, there are navigation tabs for Requests, Expense, Approvals, and App Center. The main header displays the report title "Seattle, WA - 6/28/18-7/2/18" and the user name "[BRYANT, LINDSAY]". Two buttons, "Send Back to Employee" and "Approve", are highlighted with a red box. Below the header, there is a table for "Exceptions" and a table for "Expenses". The "Expenses" table shows a total amount of \$1,839.00. A detailed view of an expense is shown on the right, including fields for Expense Type, Transaction Date, Business Purpose, Vendor, Payment Type, Amount, and Comment.

If you select to send back the report, you will be prompted to add a comment. Select **OK** when done to continue the reject.

The "Send Back Report" dialog box contains a "Comment History" table with columns for Date, Entered By, and Comment Text. Below the table, there is a text area for adding a comment. The text area contains the instruction: "Add a comment to explain why you are returning the report. Then click OK to return the report to the employee." At the bottom right, there are "OK" and "Cancel" buttons.