SAP Concur

EXPENSE APPROVER

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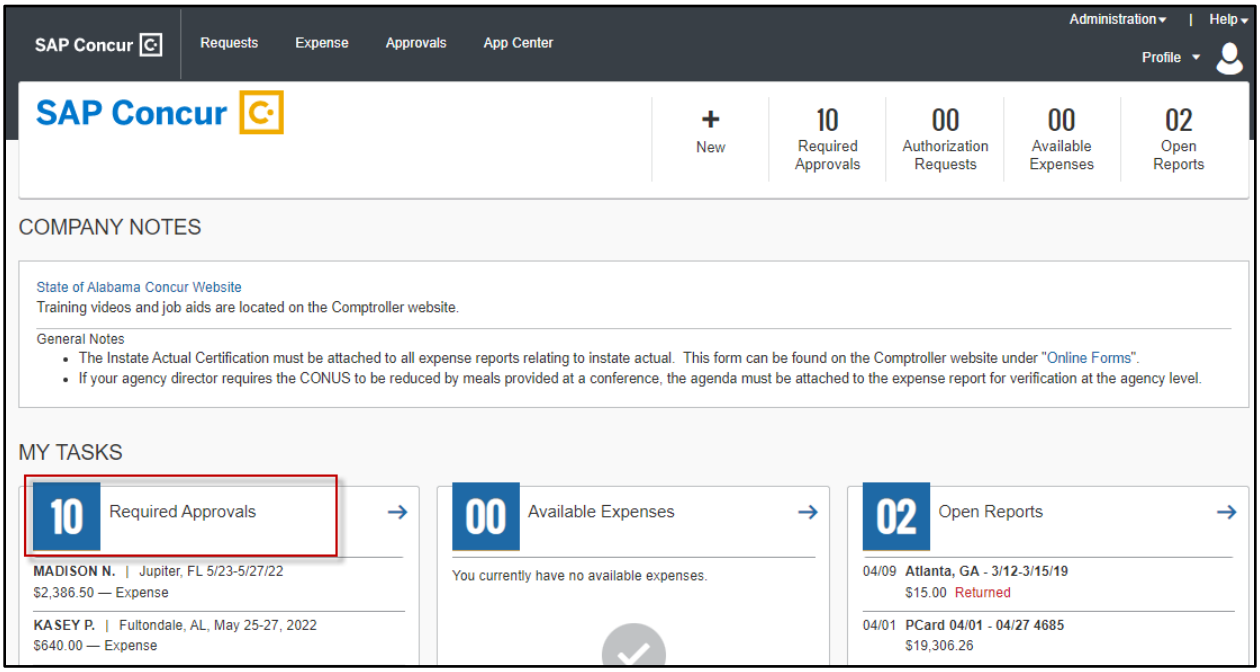
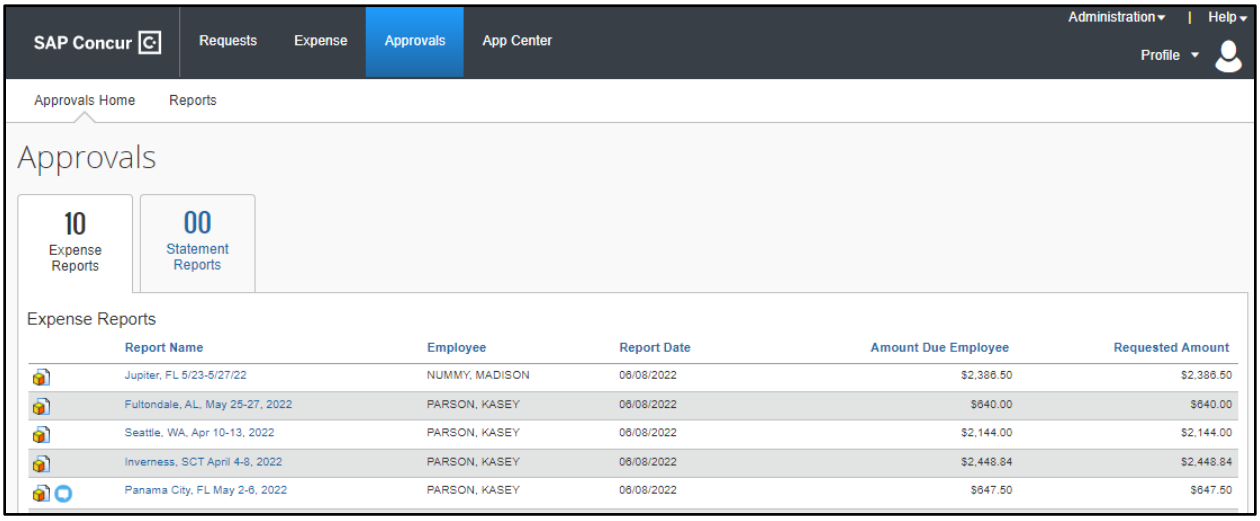
HOME PAGE

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.



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.



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.

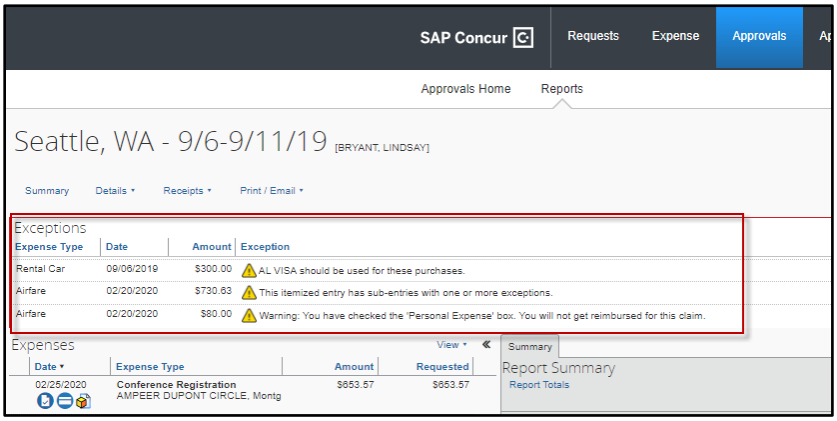
Comments

Exceptions

Pending Cost Object Approver

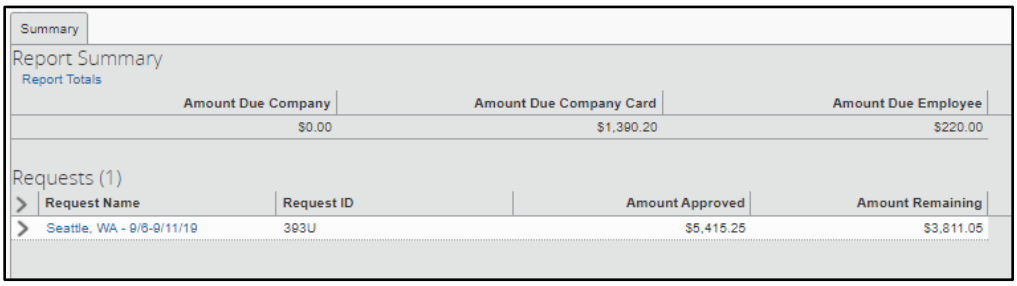
EXCEPTIONS

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



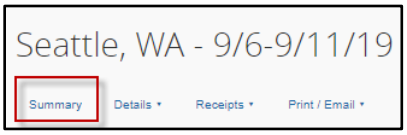
SUMMARY

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

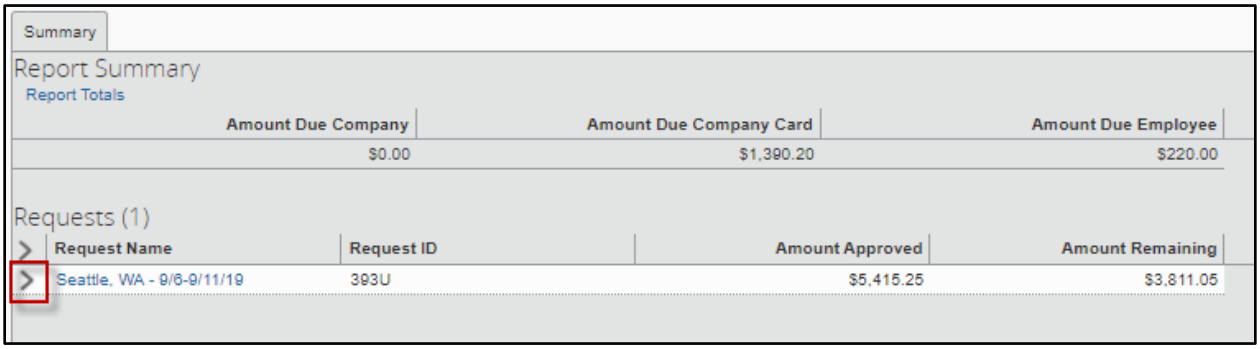


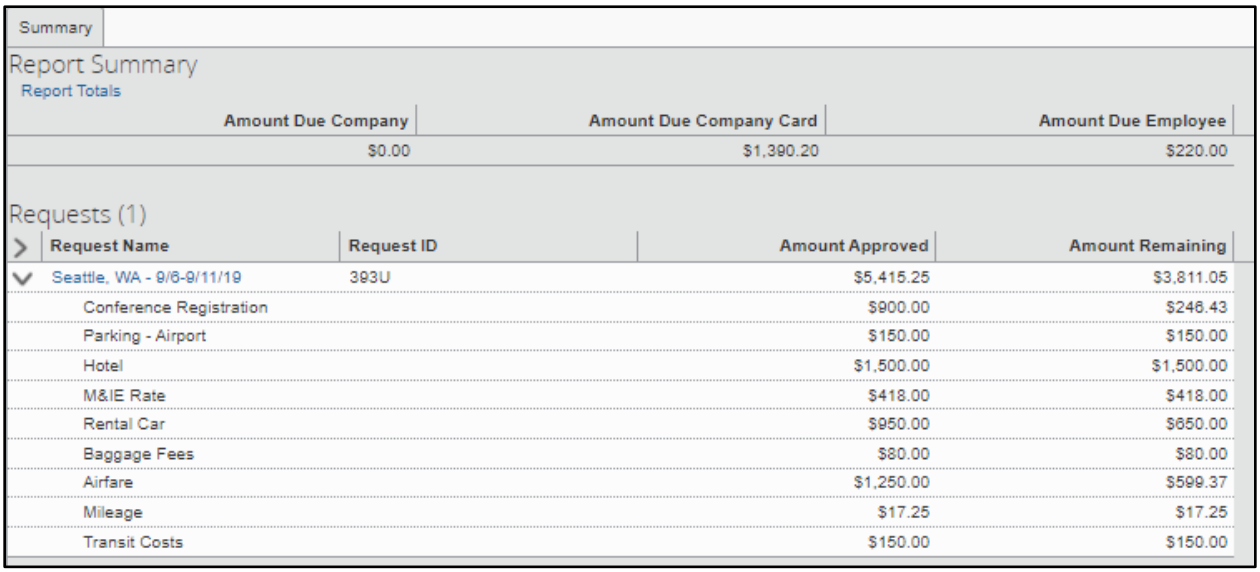
- **Amount Due Company** – If the traveler used their travel card for personal expenses and those expenses are more than the amount due the traveler, this will be the amount owed to the State.
- **Amount Due Company Card** – The amount of charges on the AL Visa Travel Card that will be paid with this 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.

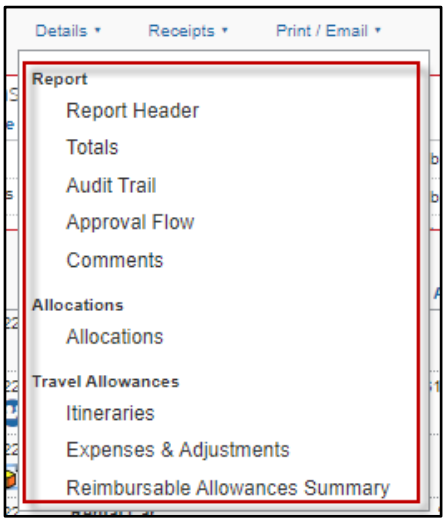




Click on the hyperlink of the Request Name to see a report generated by the specific Request. This report will show the segment details (hotel, rental car, air) and each expense category and associated amount that was approved on the Request.

DETAILS

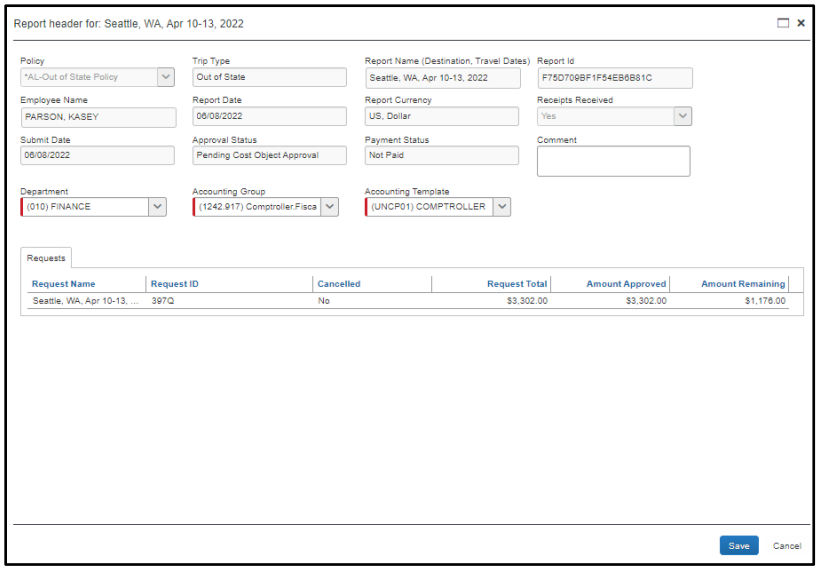
Select the **Details** link to view the following:



REPORT HEADER

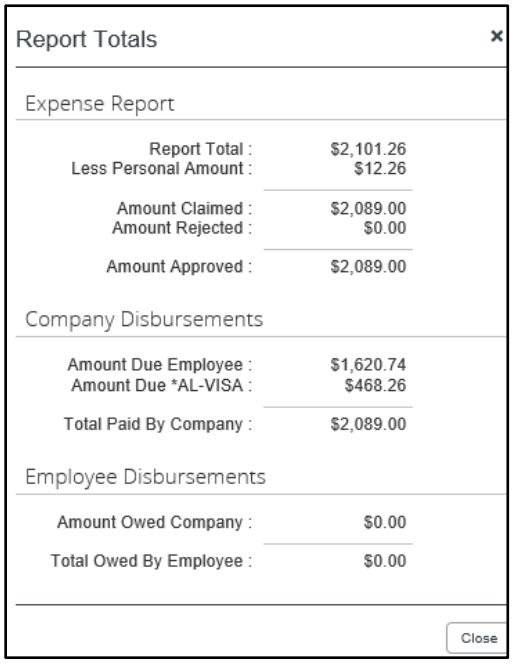
Comments will be visible in the report header, in addition to the Comments section. Verify the following information:

- **Report 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.*
  NOTE: The state or traveler must be a dues-paying member of the national, state, or regional organization holding the event to qualify for In State Actual. The Certification of In State Travel Expenses Form must be attached to the Expense Report if that policy is selected.
- **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.
- **Report Name -** The Report Name must be formatted as Destination (city, state), Travel Dates (including the year). As an example, "Atlanta, GA – 10/1-10/3/18".
  NOTE: This is a required format. The Expense Report will not be processed until this format is used.
- **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.



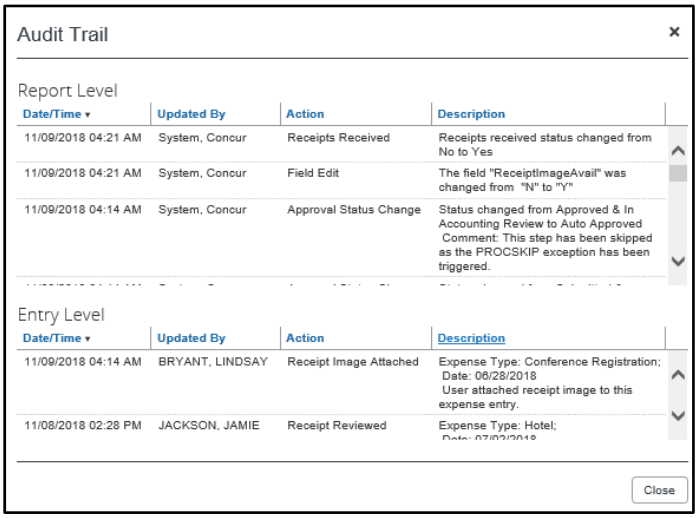
TOTALS

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



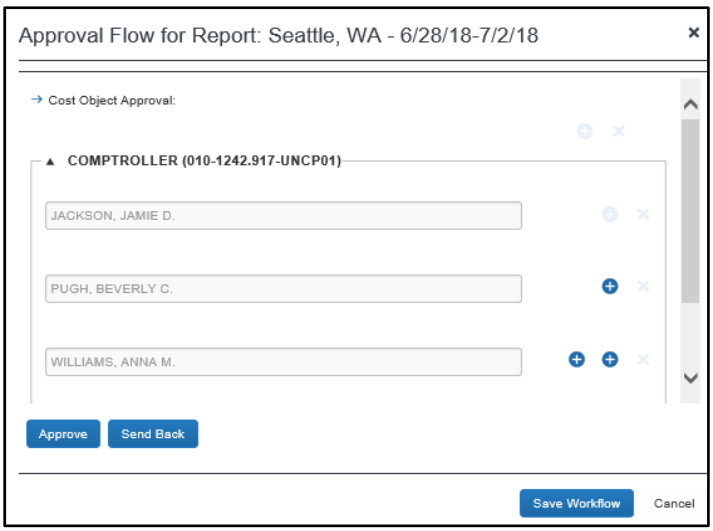
AUDIT TRAIL

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



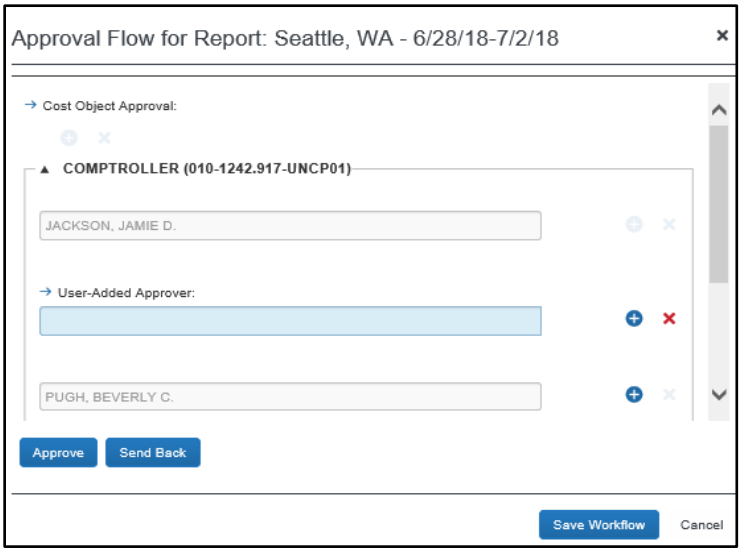
APPROVAL FLOW

This displays the workflow of the expense report.



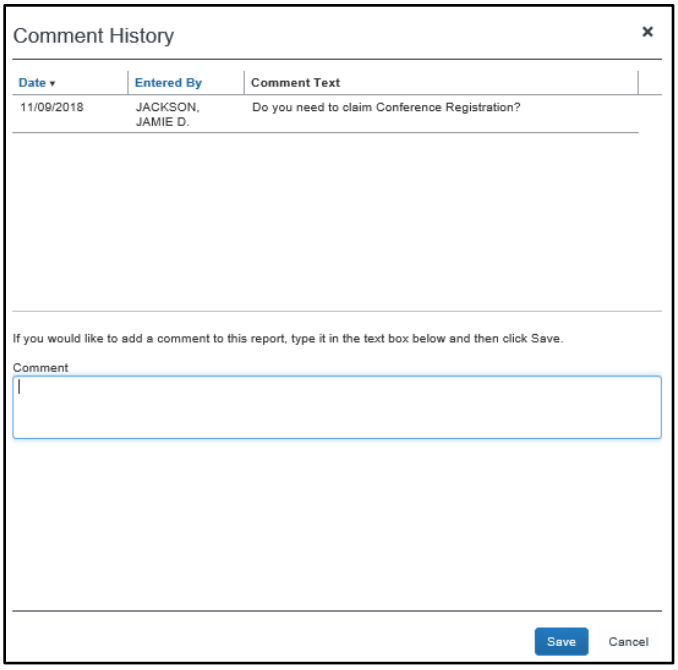
Approvers have the capability of adding additional workflow steps if the document needs more review. This is done by selecting the **blue plus icon**. Hovering over the different blue plus icons will help identify the point you want an additional approval level to be inserted. Additional approvals can 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.



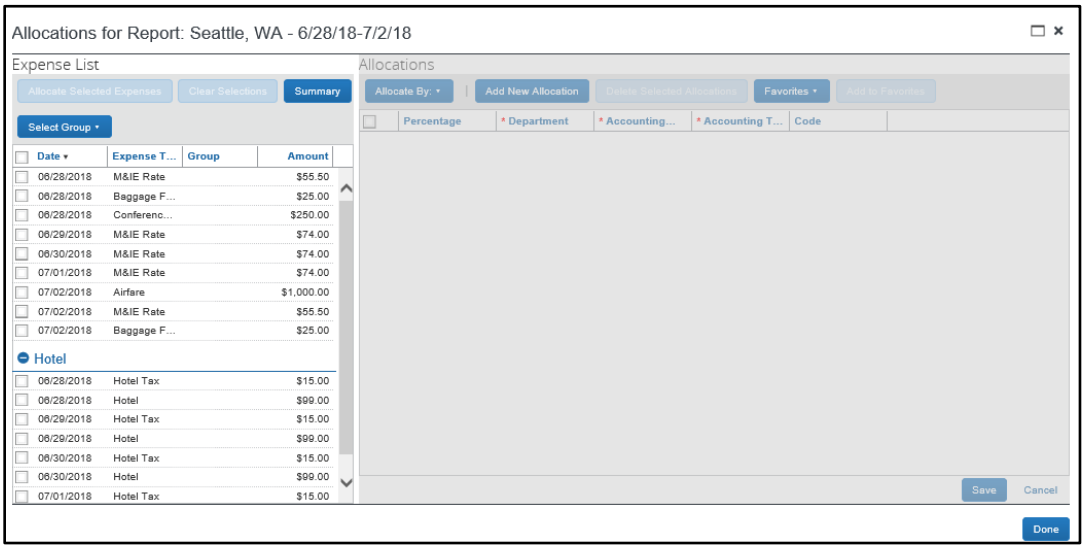
COMMENTS

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

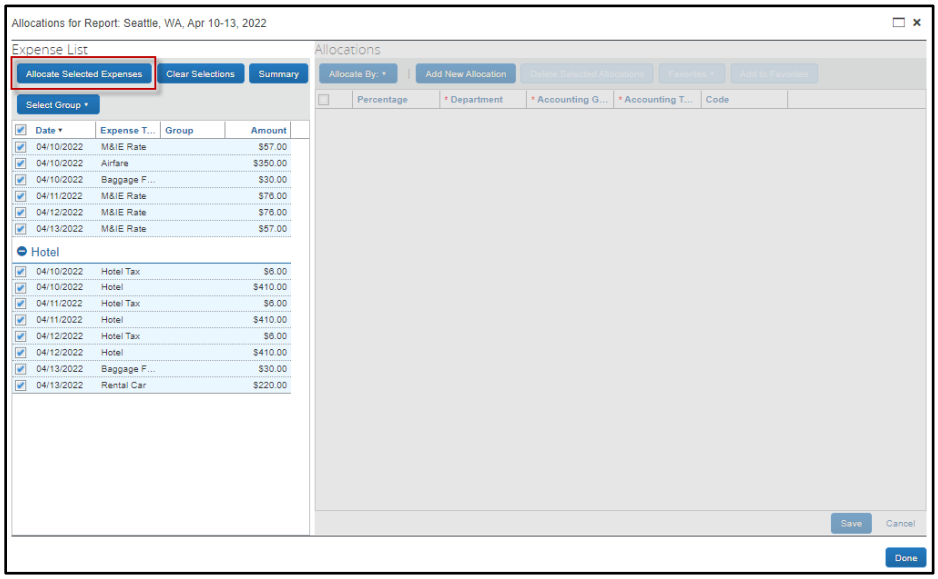


ALLOCATIONS

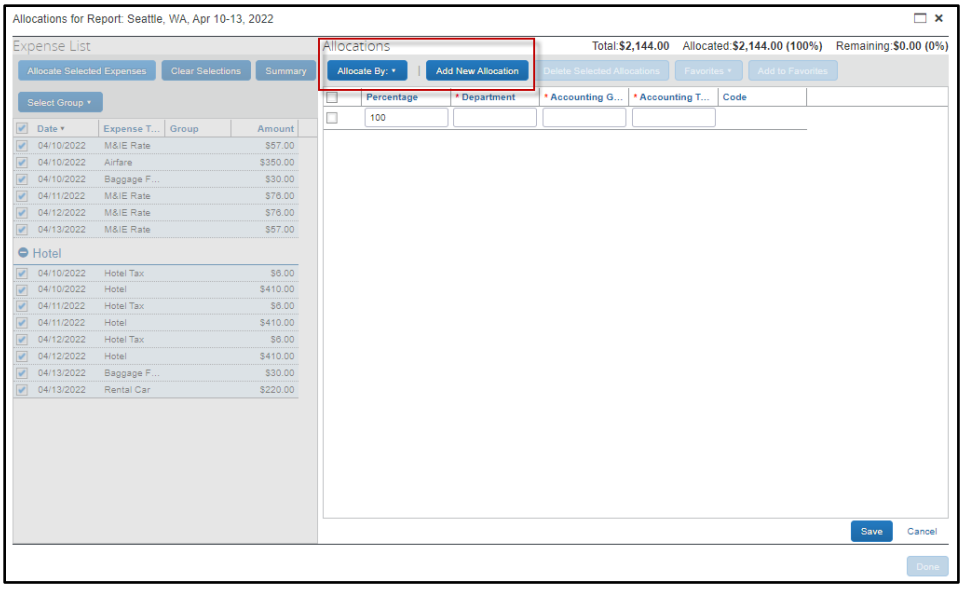
Allocations can be made to expenses types, changing how the expense will post in the STAARS financial system.



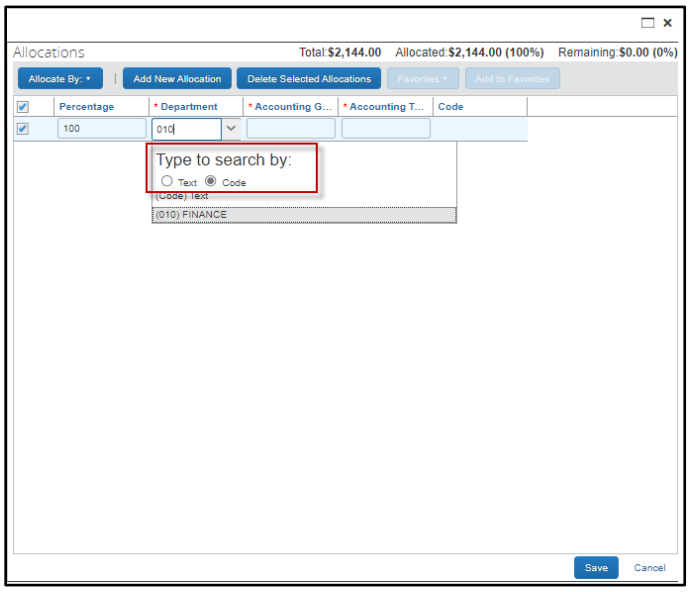
Allocations can be changed by the approver by selecting individual expenses or by clicking the box next to **Date** to select them all. Once expenses are selected, you will have the option to **Allocate Selected Expenses**.



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

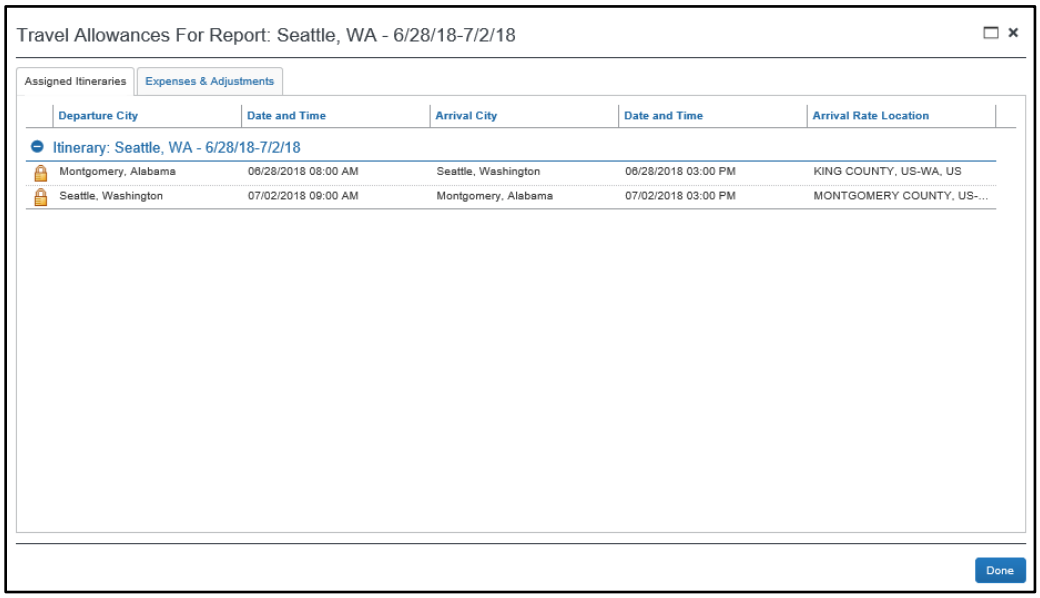


Enter information into the **Department**, **Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**. Once information has been keyed, select **Save**. *Note: Adding allocations may add approval roles to the workflow of the document.*



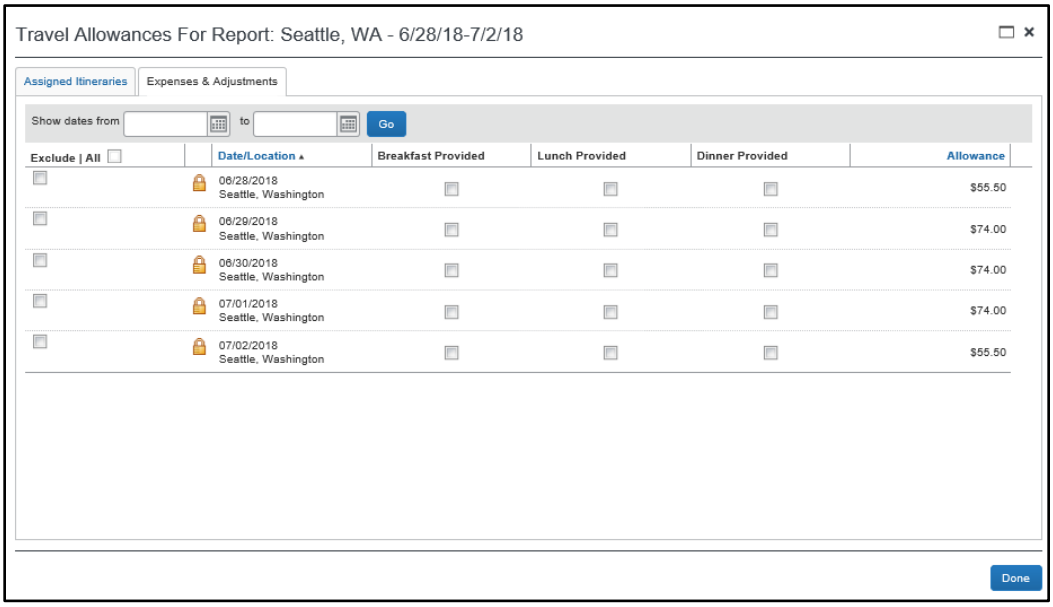
ITINERARIES

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.



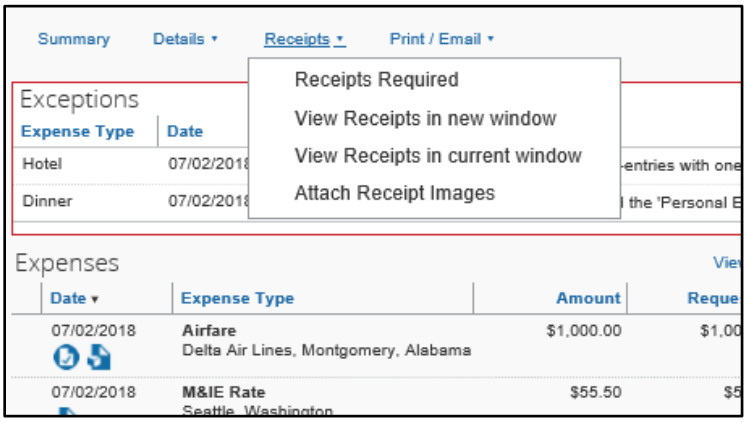
EXPENSES & ADJUSTMENTS

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.

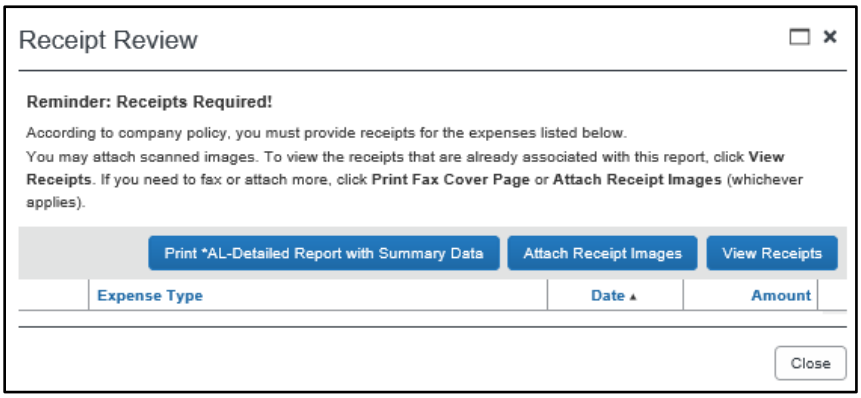


RECEIPTS

Click on the **Receipt**s link.



RECEIPTS REQUIRED

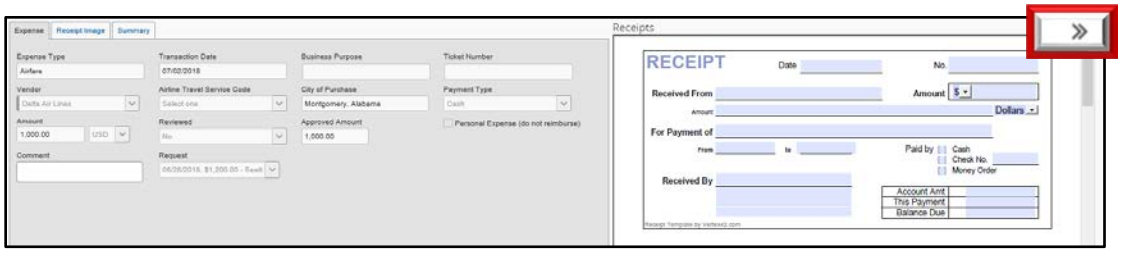


VIEW RECEIPTS IN NEW WINDOW

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.

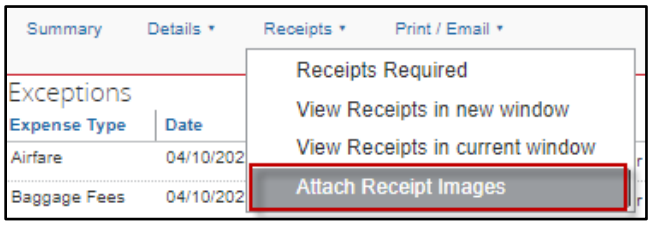
VIEW RECEIPTS IN CURRENT WINDOW

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.



ATTACH RECEIPT IMAGES

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

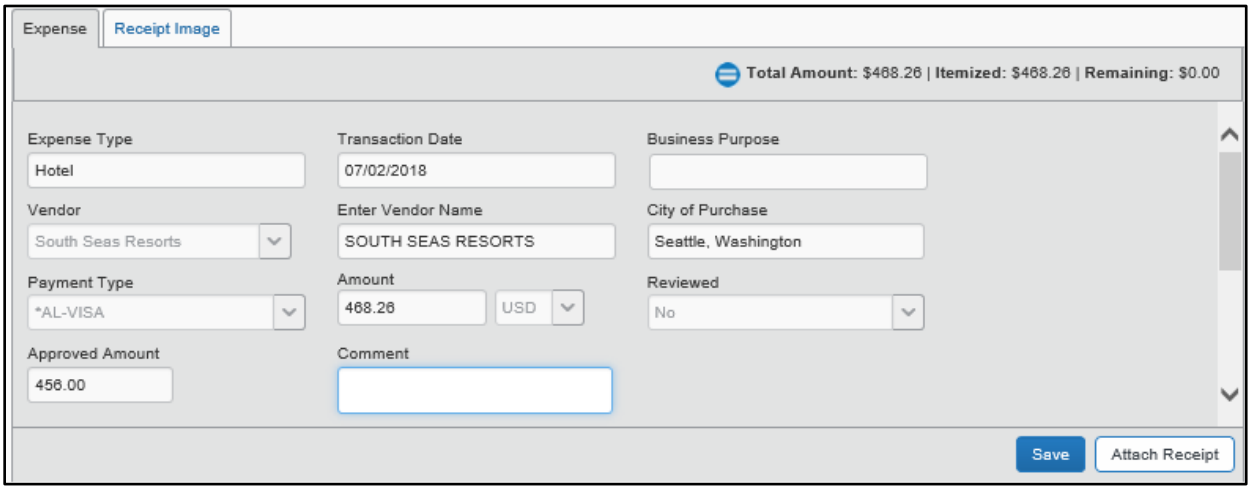


EXPENSES

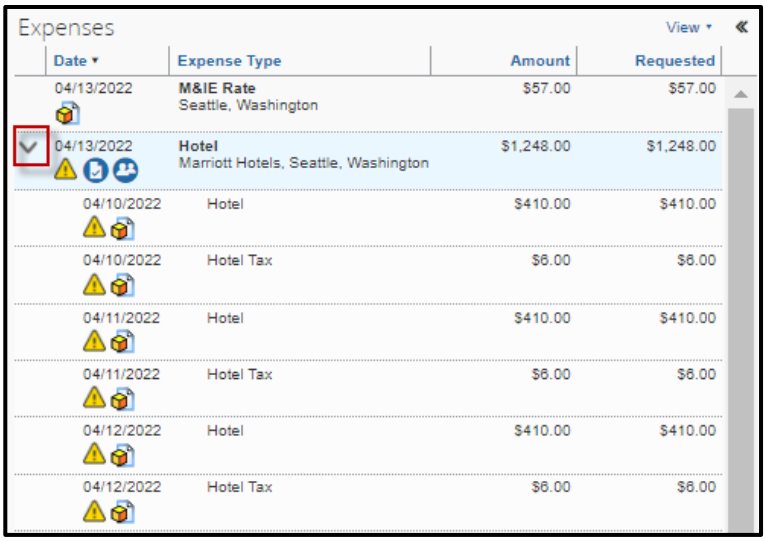
The expenses will be listed by line on the left of the screen.

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

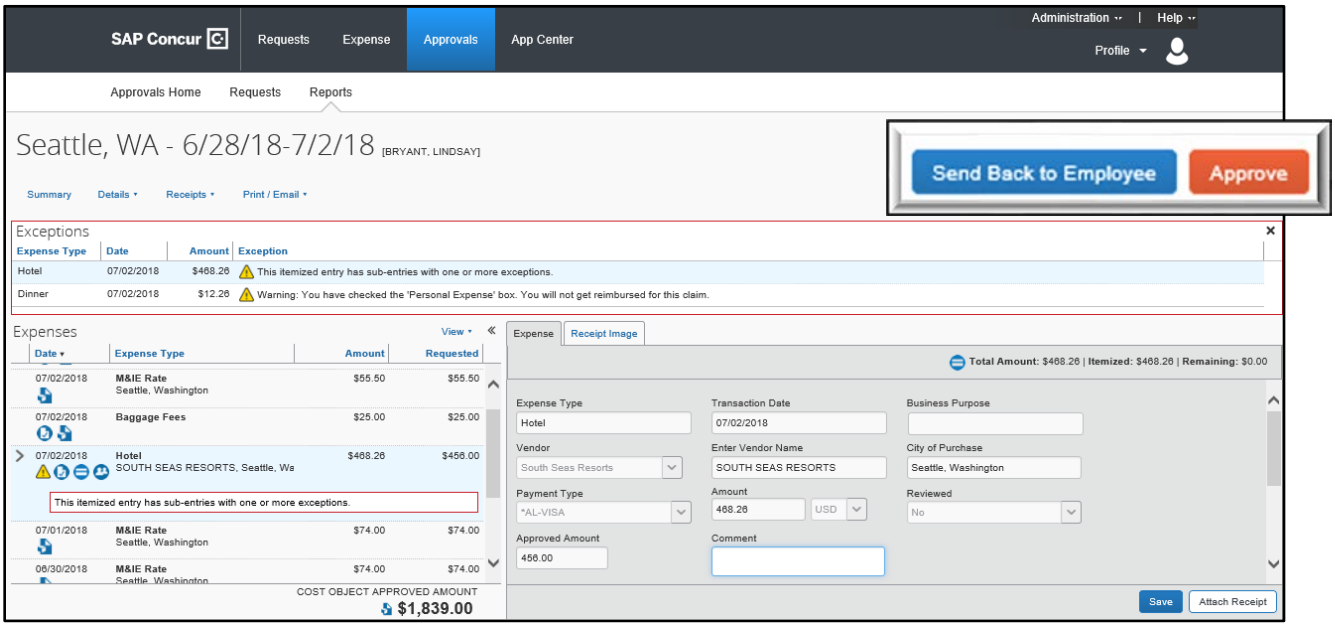
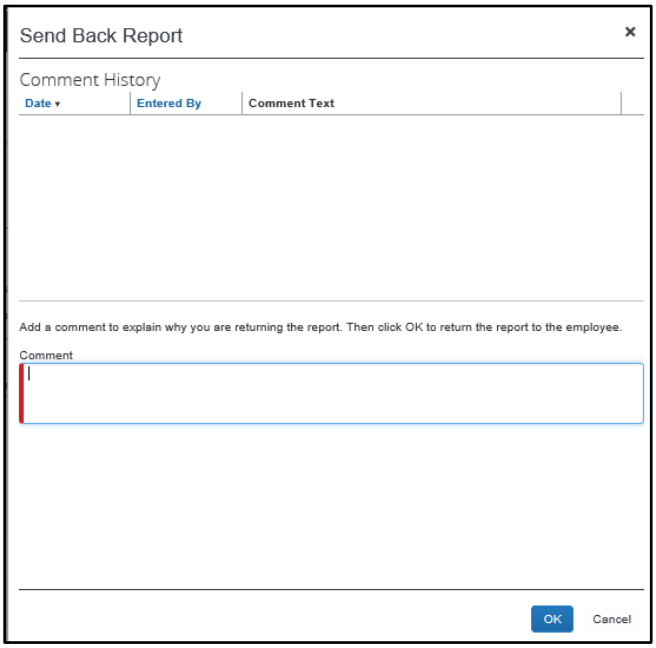


To make Hotel itemizations visibile, click the arrow to the left of the date:



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.

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



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