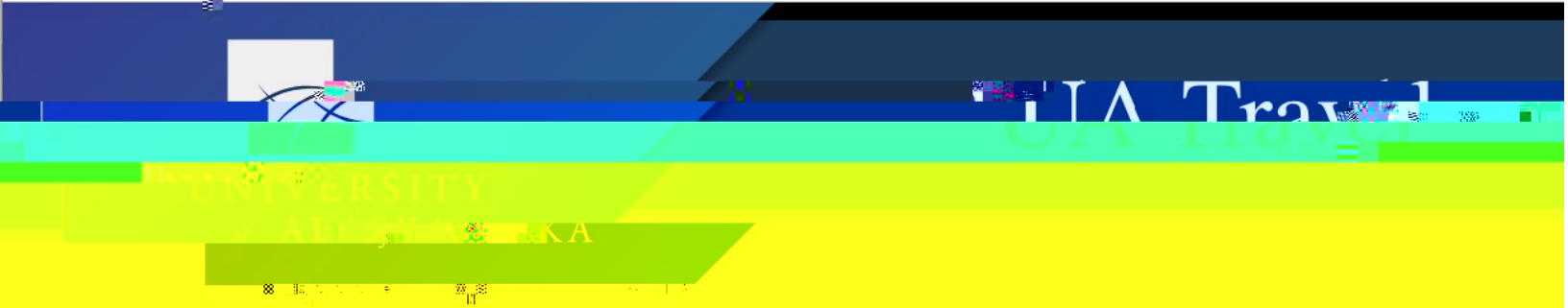


Approve an Expense Report

Required Approvals

Concur is programmed to apply most regulatory approval requirements to the [expense] Report.
(R05.02.060.A.(15))



3. Access pending approvals from either
 - a. My Tasks: Required Approvals on the homepage dashboard or

- b. The Approvals module

- 4.

5. Adjust the Approved Amount of an expense if needed

The screenshot shows an expense report form with the following fields and annotations:

- Expense Type:** Ground Transportation (Taxi/Shuttle/)
- Type of Transportation:** Taxi
- Transaction Date:** 04/26/2023
- Payment Type:** Out-of-Pocket
- Amount:** 500.00
- Traveler Name:** Trin Sumner
- Requester Name:** Trin Sumner
- Requester Title:** Research/Program Activities
- Requester Location:** Alaska
- Approved Amount:** 500.00 (circled in orange)
- Request ID:** 04042023-55

A yellow box highlights the "Comment" field, which contains the text "Travel award limits allowable expenses".

6. Once reviewed, select one of the following actions:

Three buttons are displayed in a row:

- Send Back to User
- Approve
- Approve & Forward

- Send Back to User –If the Report needs corrections or is not approved, this sends it back to the traveler for correction and resubmission
- Approve – Moves Report to the next step in the Approval Flow
- Approve & Forward – Opens window to approve and send Report to an additional approver