

Reviewing and Approving an Expense Report

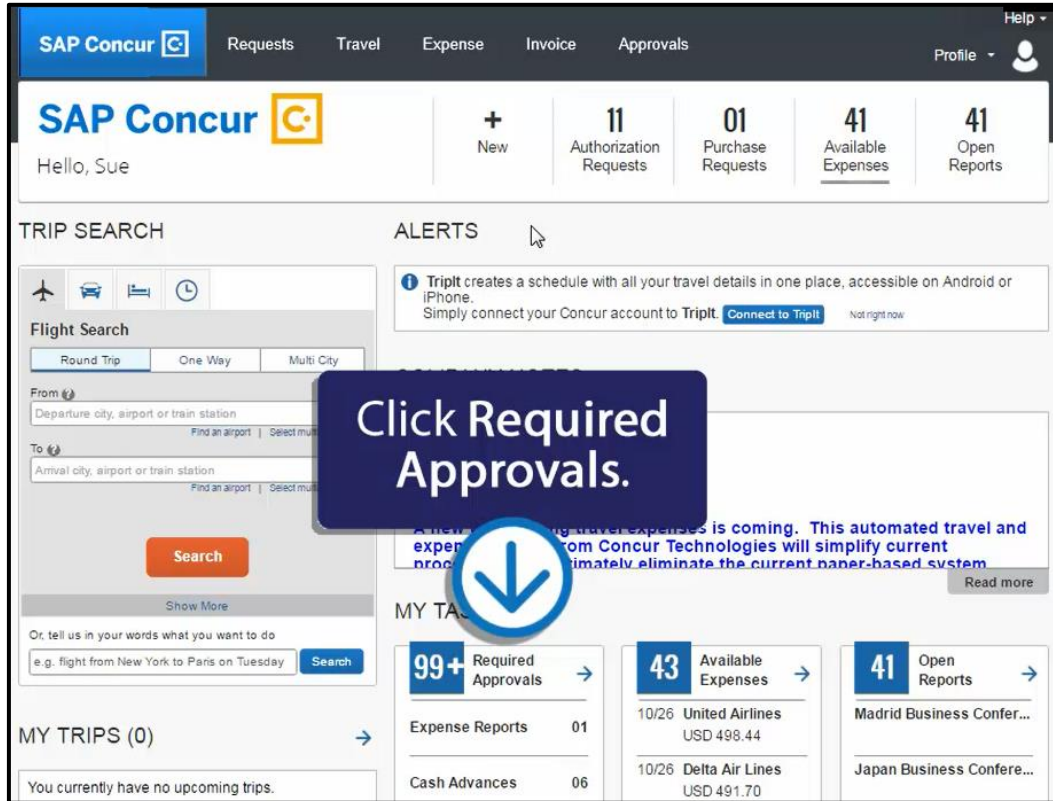
As an approver, you will need to review submitted expense reports and approve them for reimbursement. On the **SAP Concur** home page, in the **My Tasks** section, you can view a list of any report waiting for your approval.

The screenshot displays the SAP Concur home page interface. At the top, there is a navigation bar with tabs for Requests, Travel, Expense, Invoice, and Approvals, along with a Help icon and a user profile icon. Below the navigation bar, the SAP Concur logo is visible, followed by a greeting "Hello, Sue". A summary row shows key statistics: a plus sign for "New", 11 "Authorization Requests", 01 "Purchase Requests", 41 "Available Expenses", and 41 "Open Reports".

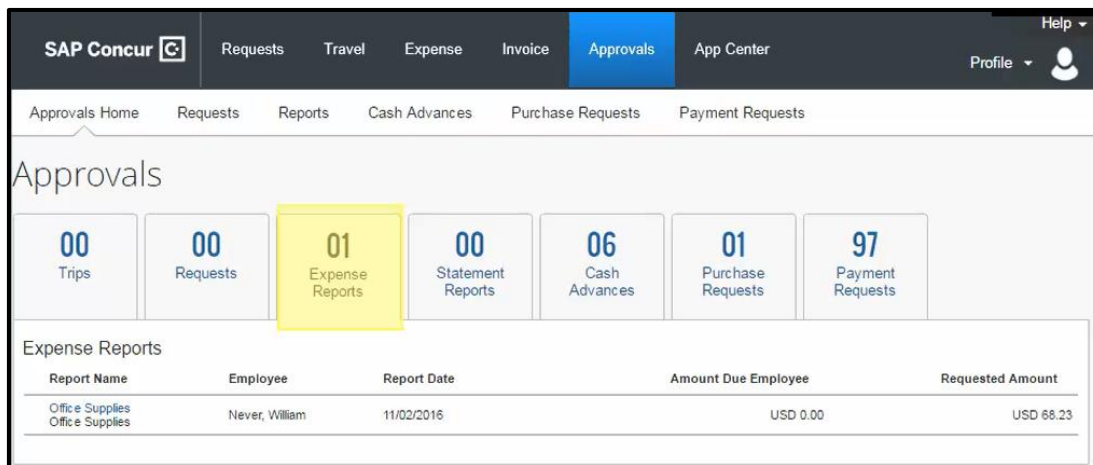
The main content area is divided into several sections:

- TRIP SEARCH:** Includes icons for flight, car, train, and clock. A "Flight Search" section has tabs for "Round Trip", "One Way", and "Multi City". It features input fields for "From" (departure city, airport, or train station) and "To" (arrival city, airport, or train station), both with "Find an airport" and "Select multiple airports" options. A "Search" button and a "Show More" link are also present. Below this, a text input field allows users to search by natural language (e.g., "flight from New York to Paris on Tuesday") with a "Search" button.
- ALERTS:** Contains a notification about Triptit integration: "Triptit creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triptit. [Connect to Triptit](#) Not right now".
- COMPANY NOTES:** A "Welcome to Concur!" message with a "Thank you for your participation" note and a "Read more" link.
- MY TASKS:** A highlighted yellow section with three task cards:
 - 99+ Required Approvals** (with a right arrow):
 - Expense Reports: 01
 - Cash Advances: 06
 - Payment Requests: 97
 - 43 Available Expenses** (with a right arrow):
 - 10/26 United Airlines USD 498.44
 - 10/26 Delta Air Lines USD 491.70
 - 06/10 Enterprise USD 393.64
 - 41 Open Reports** (with a right arrow):
 - Madrid Business Confer...
 - Japan Business Confere...
 - Japan Business Confere...
- MY TRIPS (0):** A section indicating "You currently have no upcoming trips."

1. Click Required Approvals.



At the top of the **Approvals Home** page, you will see the number of expense reports awaiting approval.



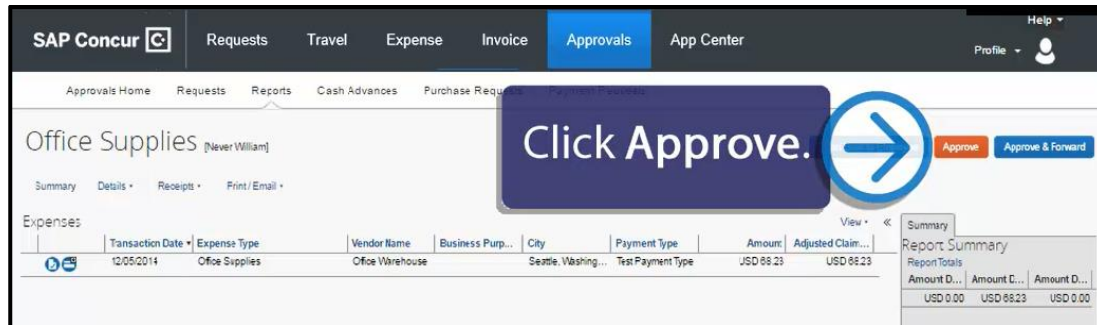
From the **Approvals** pane you can approve expense reports. However, we recommend that you open the report to view the expense details before approving.

2. To open an expense report for review, click the **Report Name**.

All of your report expenses appear in the **Expenses** list. If the report contains any exceptions, they will be displayed on the **Exceptions** section.

3. After reviewing expenses, receipts, and any exceptions, to approve the expense report, click **Approve**.

After you have reviewed and approved an expense report, the report will no longer appear in your **Reports Pending your Approval** list.



The screenshot shows the SAP Concur interface for an expense report titled "Office Supplies". The navigation bar includes "Requests", "Travel", "Expense", "Invoice", "Approvals", and "App Center". The "Approvals" tab is active. A large blue callout box with a white arrow points to the "Approve" button, with the text "Click Approve." overlaid. The "Approve" button is orange, and the "Approve & Forward" button is blue. Below the callout, there is a table of expenses. The table has columns for Transaction Date, Expense Type, Vendor Name, Business Purp..., City, Payment Type, Amount, and Adjusted Claim... The first row shows a transaction on 12/05/2014 for Office Supplies from Office Warehouse in Seattle, Washington, with a payment type of Test Payment Type, an amount of USD 88.23, and an adjusted claim of USD 88.23. To the right of the table is a "Report Summary" section with a "Report Totals" table showing Amount D... columns with values USD 0.00, USD 88.23, and USD 0.00.

Transaction Date	Expense Type	Vendor Name	Business Purp...	City	Payment Type	Amount	Adjusted Claim...
12/05/2014	Office Supplies	Office Warehouse		Seattle, Washing...	Test Payment Type	USD 88.23	USD 88.23

Amount D...	Amount D...	Amount D...
USD 0.00	USD 88.23	USD 0.00

Last updated: 10/7/2016