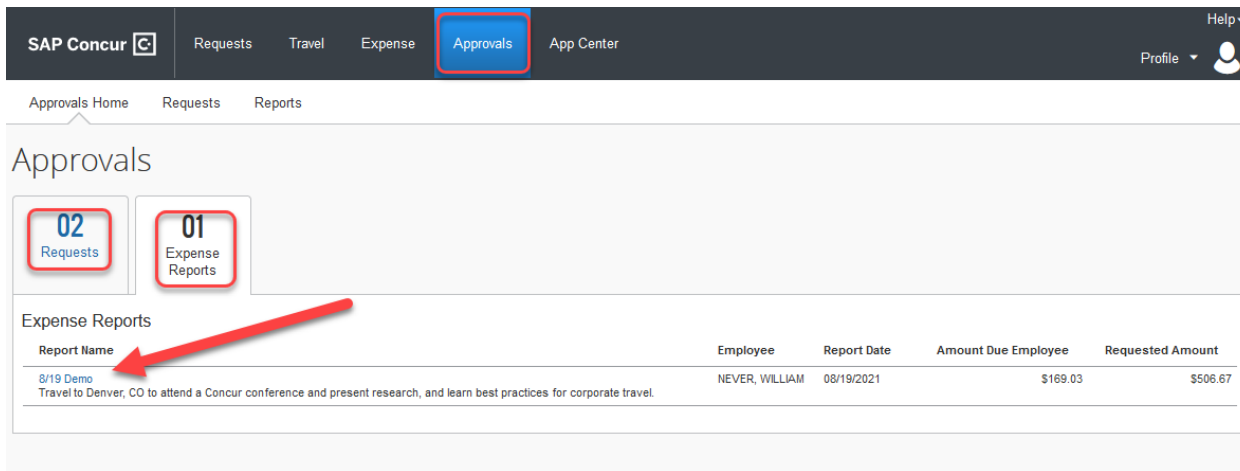


# Approving an Expense Report

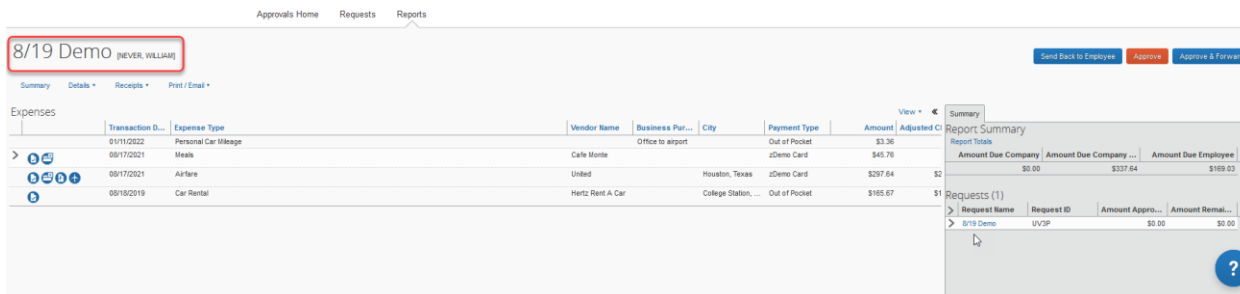
1. Click on the approvals tab in your profile. You can choose requests, or the expense reports tab. Click on the request or expense report you would like to view.



The screenshot shows the SAP Concur interface. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The 'Approvals' tab is highlighted with a red box. Below the navigation bar, there are sub-tabs for 'Approvals Home', 'Requests', and 'Reports'. The main content area is titled 'Approvals' and contains two cards: '02 Requests' and '01 Expense Reports'. Below these cards is a table titled 'Expense Reports' with a red arrow pointing to the first row. The table has columns for 'Report Name', 'Employee', 'Report Date', 'Amount Due Employee', and 'Requested Amount'.

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
8/19 Demo Travel to Denver, CO to attend a Concur conference and present research, and learn best practices for corporate travel.	NEVER, WILLIAM	08/19/2021	\$169.03	\$506.67

2. Click on the name of the report to view the report header.



The screenshot shows the SAP Concur interface for an expense report. At the top, there is a navigation bar with 'Approvals Home', 'Requests', and 'Reports' tabs. The 'Reports' tab is selected. Below the navigation bar, there is a header for the report titled '8/19 Demo [NEVER, WILLIAM]'. Below the header, there is a table of expenses with columns for 'Transaction D...', 'Expense Type', 'Vendor Name', 'Business Per...', 'City', 'Payment Type', 'Amount', and 'Adjusted C...'. The table contains three rows of expense data. To the right of the table, there is a 'Report Summary' panel with a 'Report Totals' section and a 'Requests (1)' section. The 'Report Totals' section shows 'Amount Due Company' as \$0.00, 'Amount Due Company ...' as \$337.64, and 'Amount Due Employee' as \$169.03. The 'Requests (1)' section shows 'Request Name' as '8/19 Demo', 'Request ID' as 'UV2P', 'Amount Appro...' as \$0.00, and 'Amount Remal...' as \$0.00.

Transaction D...	Expense Type	Vendor Name	Business Per...	City	Payment Type	Amount	Adjusted C...
0816/2022	Personal Car Mileage	Cafe Moritz	Office to airport		Out of Pocket	\$3.36	
0817/2021	Meals	United		Houston, Texas	zDemo Card	\$45.76	
0817/2021	Airfare	Hertz Rent A Car		College Station, ...	Out of Pocket	\$297.64	\$2
0818/2019	Car Rental					\$165.67	\$1

3. You can make edits to the account or put in notes in the header. Click Save.

Report header for: 8/19 Demo □ ×

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Policy Travel	Destination 8/19 Demo	Trip Start Date 01/11/2022	Trip End Date 01/12/2022
Report Date 08/19/2021	Purpose & Benefit Travel to Denver, CO to attend a Concur conference and present research, and learn best practices for corporate travel.	Employee Name NEVER, WILLIAM	Report Key 844313
Report Id FD20B80AD661443B820D	Report Currency US, Dollar	Receipts Received No	Submit Date 09/02/2021
Approval Status Submitted & Pending Approval	Payment Status Not Paid	Policy TRAVEL	System Member (02) TEXAS A&M UNIVERSITY
Department / Sub-Department (FISC OPS) FMO - ACCOUNTI	Account (210410 22000) FMO - ACCO	Account Attributes (L) LOCAL	Personal Travel Included? No
Department Reference Number	Travel Classification Employee-Out of State	Student Travel Type	Headquarters
Notes	Auth. Request Encumbrance Release Final	Famis External VID	

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GSA Meal Rate 40.00      Over 90 Day Explanation Submitted, but delayed in dept appro

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Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
8/19 Demo	UV3P	No	\$0.00	\$0.00	\$0.00

Save    Cancel

4. You can view receipts for the report under the receipts tab. You can also hover over the expenses to view receipts and expense details.

8/19 Demo (NEVER, WILLIAM)

Summary   Details   **Receipts**   Print / Email

Expenses

Vendor Name	Business Pur...	City	Payment Type	Amount	Adjusted Cl
	Office to airport		Out of Pocket	\$3.36	
Cafe Monte			zDemo Card	\$45.76	
United		Houston, Texas	zDemo Card	\$297.64	\$2
Hertz Rent A Car		College Station, ...	Out of Pocket	\$165.67	\$1

5. Under the details tab you can view the report totals, audit trail, and/or update the approval flow.

8/19 Demo (NEVER, WILLIAM)

Summary   **Details**   Receipts   Print / Email

Expenses

Expense Type	Vendor Name	Business Pur...	City	Payment Type	Amount	Adjusted Cl
Personal Car Mileage		Office to airport		Out of Pocket	\$3.36	
Meals	Cafe Monte			zDemo Card	\$45.76	
Airfare	United		Houston, Texas	zDemo Card	\$297.64	\$2
Car Rental	Hertz Rent A Car		College Station, ...	Out of Pocket	\$165.67	\$1

6. When ready to approve, click the approve icon in the top right hand corner.

[Summary](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses

Transaction D...	Expense Type	Vendor Name	Business Pur...	City	Payment Type	Amount	Adjusted C
08/11/2022	Personal Car Mileage		Office to airport		Out of Pocket	\$3.36	
08/17/2021	Meals	Cafe Monte			zDemo Card	\$45.76	
08/17/2021	Airfare	United		Houston, Texas	zDemo Card	\$297.64	\$2
08/18/2019	Car Rental	Hertz Rent A Car		College Station...	Out of Pocket	\$165.67	\$1

Report Summary

Report Totals	Amount Due Company	Amount Due Company ...	Amount Due Employee
	\$0.00	\$337.64	\$169.03

Requests (1)

Request Name	Request ID	Amount Appro...	Amount Remal...
8/19 Demo	UV3P	\$0.00	\$0.00