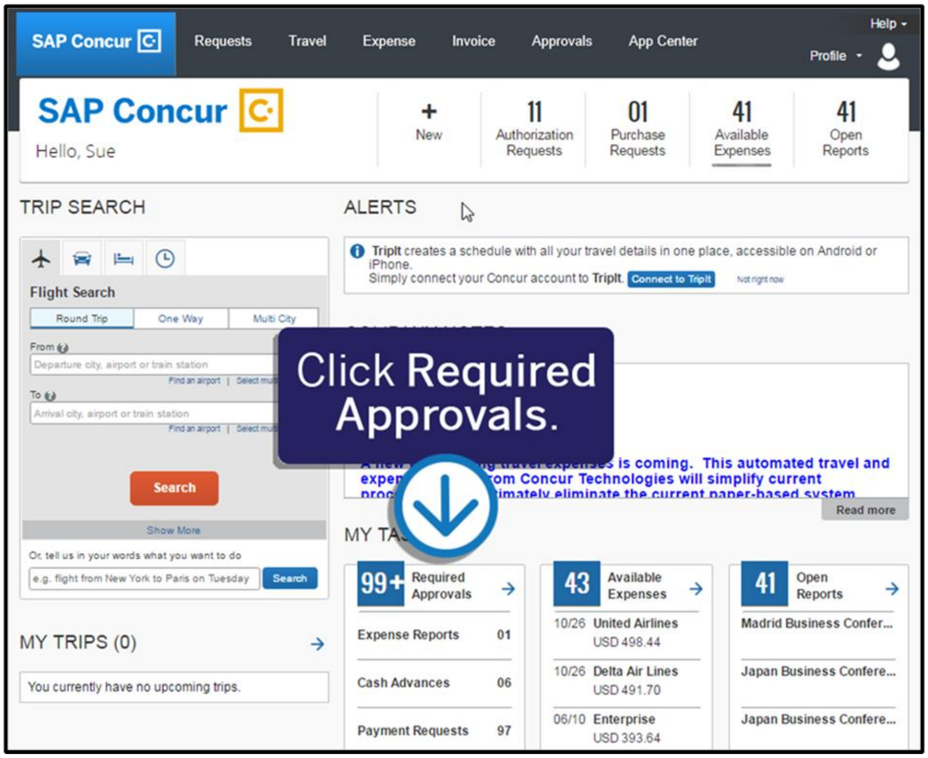
Reviewing and Approving an Expense Report

As an approver, you will need to review submitted expense reports and approve them for reimbursement. You can view a list of any reports or requests waiting your approval from the SAP Concur home page, in the **My Tasks** section, or from the **Approvals** tab at the top of your screen.

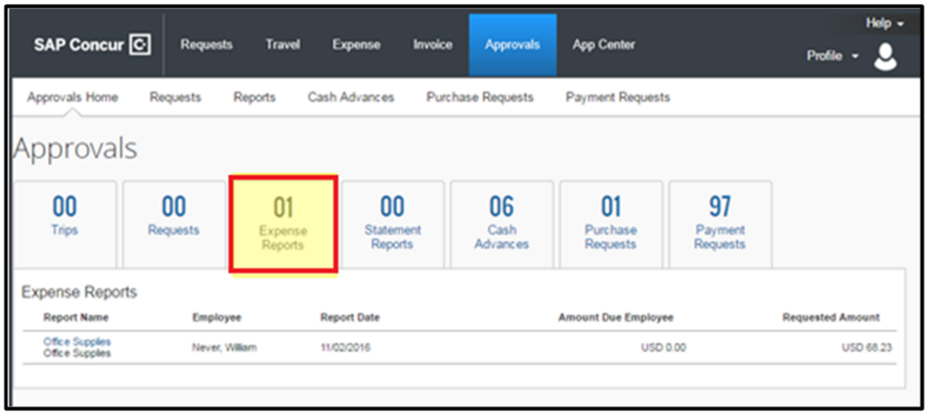
1. For this example, in the **My Tasks** section, click **Required Approvals**.


SAP Concur
Requests
Travel
Expense
Invoice
Approvals
App Center
Help
Profile
SAP Concur
Hello, Sue
+ New
11 Authorization Requests
01 Purchase Requests
41 Available Expenses
41 Open Reports
TRIP SEARCH
ALERTS
Flight Search
Round Trip
One Way
Multi City
From
Departure city, airport or train station
To
Arrival city, airport or train station
Search
Show More
Or, tell us in your words what you want to do
e.g. flight from New York to Paris on Tuesday
Search
MY TRIPS (0)
You currently have no upcoming trips.
Connect to TripIt
Read more
MY TA
99+ Required Approvals
Expense Reports 01
Cash Advances 06
Payment Requests 97
43 Available Expenses
10/26 United Airlines USD 498.44
10/26 Delta Air Lines USD 491.70
06/10 Enterprise USD 393.64
41 Open Reports
Madrid Business Confer...
Japan Business Confere...
Japan Business Confere...

TripIt creates a schedule with all your travel details in one place, accessible on Android or iPhone.
Simply connect your Concur account to TripIt.

Click Required Approvals.

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


SAP Concur
Requests
Travel
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Invoice
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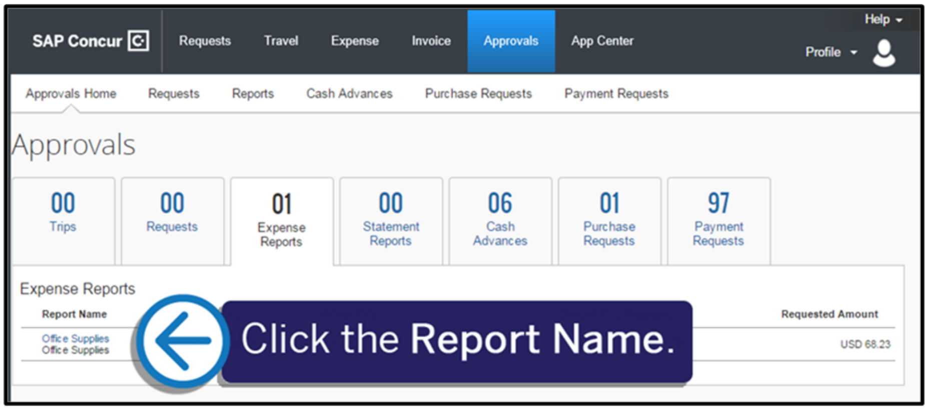
App Center
Help
Profile
Approvals Home
Requests
Reports
Cash Advances
Purchase Requests
Payment Requests
Approvals
00 Trips
00 Requests
01 Expense Reports
00 Statement Reports
06 Cash Advances
01 Purchase Requests
97 Payment Requests

Expense Reports

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Office Supplies Office Supplies	Never, William	11/02/2016	USD 0.00	USD 68.23

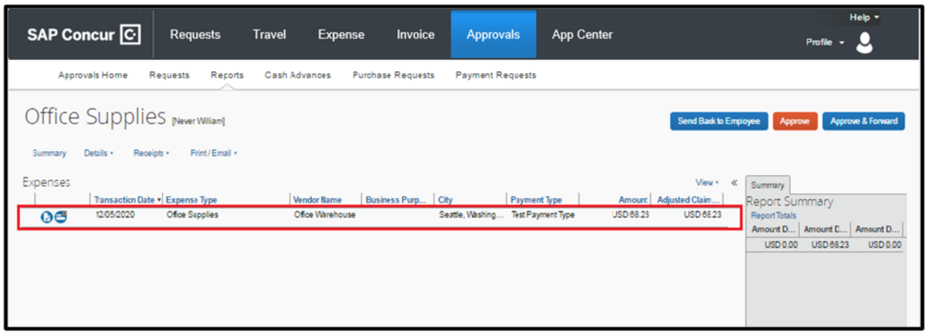
From the **Approvals** pane you may be able to approve expense reports. However, we recommend that you open the report to view the expense details before approving them.

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

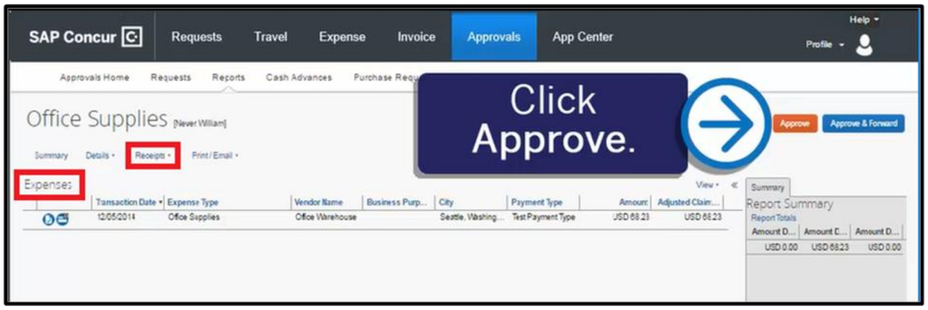

SAP Concur
Requests
Travel
Expense
Invoice
Approvals
App Center
Help
Profile
Approvals Home
Requests
Reports
Cash Advances
Purchase Requests
Payment Requests
Approvals
00 Trips
00 Requests
01 Expense Reports
00 Statement Reports
06 Cash Advances
01 Purchase Requests
97 Payment Requests
Expense Reports
Report Name
Office Supplies
Office Supplies
Requested Amount
USD 68.23

Click the Report Name.

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

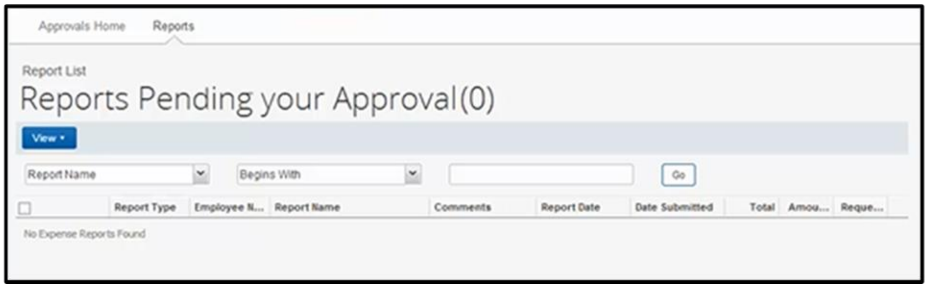

SAP Concur
Requests
Travel
Expense
Invoice
Approvals
App Center
Help
Profile
Approvals Home
Requests
Reports
Cash Advances
Purchase Requests
Payment Requests
Office Supplies
Send Back to Employee
Approve
Approve & Forward
Summary
Details
Receipts
Print / Email
Expenses
View
Transaction Date
Expense Type
Vendor Name
Business Purp...
City
Payment Type
Amount
Adjusted Claim...
12/05/2020
Office Supplies
Office Warehouse
Seattle, Washing...
Test Payment Type
USD 68.23
USD 68.23
Summary
Report Summary
Report Totals
Amount D...
Amount C...
Amount D...
USD 0.00
USD 68.23
USD 0.00

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


SAP Concur
Requests
Travel
Expense
Invoice
Approvals
App Center
Help
Profile
Approvals Home
Requests
Reports
Cash Advances
Purchase Req
Office Supplies
Approve
Approve & Forward
Summary
Details
Receipts
Print / Email
Expenses
View
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 68.23
USD 68.23
Summary
Report Summary
Report Totals
Amount D...
Amount C...
Amount D...
USD 0.00
USD 68.23
USD 0.00

Click Approve.

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


Approvals Home
Reports
Report List
Reports Pending your Approval(0)
View
Report Name
Begins With
Go
Report Type
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Comments
Report Date
Date Submitted
Total
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No Expense Reports Found

Last updated: 15 April 2020