Travel and Expense Management in Concur

Approving Requests and Expense Reports
For
Cost Object Approvers
Your Required Approvals

- Sign into Concur at udel.edu/concur
- On your home page, select the Approvals tab
Your Required Approvals cont’d…

• On the Approvals page, you will see two tabs, one with Requests awaiting your approval and one with submitted Expense Reports awaiting your approval.
• Each tab will have a number indicating how many of each type you have to approve.
Your Required Approvals cont’d…

- Make Request approvals a priority since they are related to travel and are often time sensitive
- Click on the Request you want to review to open the Request

![Image of the SAP Concur interface with approvals details]
Reviewing a Request

• As the Cost Object Approver, your responsibility is to review the Request for budgetary and policy compliance.

• The Expense Summary tab will show you the intended expenses, the estimated cost, and the intended allocation.

• Remember that the dollar amounts on a request are *estimates* and not exact amounts that have already been spent.
Reviewing a Request cont’d…

• Based on your review, select either Approve or Send Back Request

• If you choose to Send Back a Request, you will need to add a comment explaining why the Request is being returned
Reviewing an Expense Report

To review Expense Reports awaiting your approval, select the Expense Reports tab.
Reviewing an Expense Report cont’d...

- Click on the Report Name of the Expense Report you want to review

- As with Requests, once you have reviewed the trip for appropriate business justification, you can either Approve or Send Back the Expense Report

- Once you have Approved the Expense Report, the related expenses will be routed to the general ledger
Questions?

- AskConcur@udel.edu
- udel.edu/procurement
- Procurement Services 302-831-2161