

# EXPENSE REPORT APPROVERS

MAY 2020

CONCUR

## EXPENSE REPORT APPROVAL PROCESS

- All Expense Reports including Day Travel will go through an automated workflow process once submitted.
- Expense Approvers will receive an email notification, including the login link to Concur, that Expense Reports are pending approval.
- Approvers may perform the following to an Expense Report: change amounts on expense types, add approvers, approve, approve & forward and send back the Expense Report to the traveler.
- Expense Reports may be sent back to the traveler for incompleteness, lack of compliance or missing supporting documentation. If an Expense Report is sent back to the traveler, it will go through the entire approval workflow again.
- If the Approver does not approve an Expense Report within 7 days, you will receive email notifications every 3 days until the condition has been met.
- All approvers must review and approve the Expense Reports **before** reimbursement for the expenses can be processed.

## WHO IS AN APPROVER?

- **Default Approver** – Department Head
- **Cost Object Approver** - A budget owner of a FOAPAL
- **Processing Approval** - Accounts Payable Staff
- **AP Director Approval** - Accounts Payable Director



## APPROVER RESPONSIBILITIES

- Fiscal control and fiduciary responsibilities were maintained when the traveler committed university funds.
- Confirm the expenses incurred are accurate, reasonable, sufficiently documented, and in compliance with university policies and guidelines.
- Review the report header, valid E#, expense list, itemization, allocations and ensure required receipts coincide with the trip purpose and are attached to each Expense Report.
- Non-reimbursable travel expenses are not included in Expense Reports or that the expense type is marked as personal.
- Transactional activity from a financial perspective, verifying accuracy of assigned FOAPALs and availability of budgeted funds.
- All Expense Reports are approved promptly to validate available funds, confirm expenses are recorded in the correct fiscal year, and reimburse the traveler in a timely manner.
- Verify Day Travel is submitted monthly to comply with the travel policy and avoid additional transaction fees from Concur.
- You will have one login for your own expense reports and pending approvals.
- An encumbrance approval number (E#) is required for each overnight travel expense report.
- Expenses don't require receipts for items under \$25.
- Timely approval is required to avoid a budgetary deficit.
- Approvers have the ability to grant approval permissions to delegates.
- Review Summary, Details, Receipts and Exception sections before approving.
- **Deadlines:**
  - Monthly Day Travel Expense Reports are due within 45 days after the travel was completed.
  - Expense Reports must be submitted 10 days after end of travel for overnight trips.
  - Expense Report approval is due within 7 days or you will receive email notifications.

## APPROVER TIPS

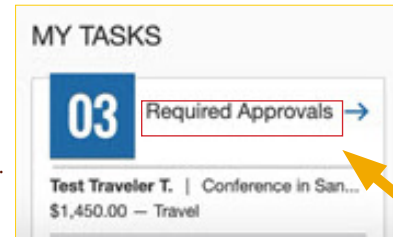
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## APPROVE AN EXPENSE REPORT

You will receive an email notification stating that you have an Expense Report pending your approval, who the approval is for, and some information regarding the Report.

- Go to **go.rowan.edu/ConcurTravel**
- Enter your Rowan's single sign-on. Select **Login**.
- Complete Duo if prompted.

In the **My Tasks** Section on the Concur home page, select **Required Approvals**.

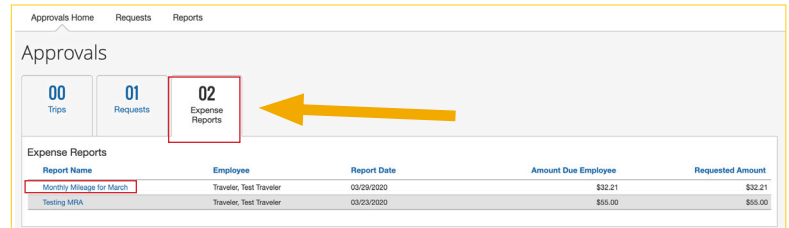


The **Approvals** page will appear.

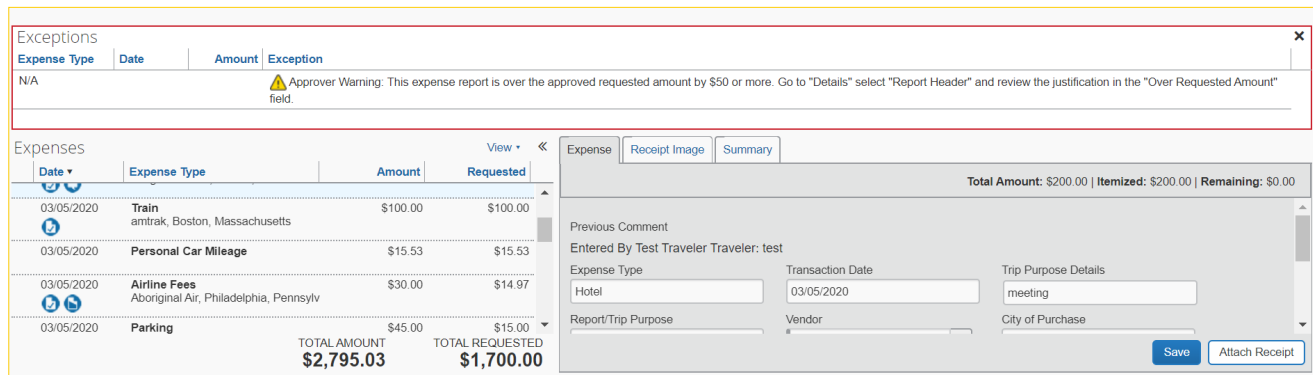
You will see three tabs awaiting your approval, each tab will have a number indicating how many of each type you have to approve.

- Trips
- Requests
- Expense Reports

Select the **Expense Reports** tab. Select the Expense Report you wish to review by selecting the **Report Name**.



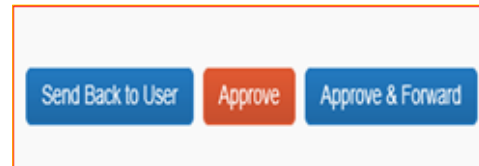
## REVIEW AN EXPENSE REPORT



- Review Exception notifications.
- Review Report Header for: Trip name, destination city, start and end dates, and comments all correspond with trip purpose and reason for travel. Approved E# for overnight travel and that Day Travel is accurate and submitted monthly.
- Check if expense report is over requested amount and if meals were provided during the trip.
- Ensure required receipts and itemizations have been provided. View all receipts attached in a new window or current window.
- If the hotel expense has been added to the Report, ensure itemization is completed correctly.
- Hover over the icons associated with the expenses to display attached receipts, account allocations, comments, etc.
- Validate each transaction is a legitimate business expense or marked as personal.

## APPROVAL OPTIONS & SUBMISSION









- Delegate Permissions
- Change expense type amounts
- Add additional approvers
- Approve
- Approve & Forward
- Send Back to User



If you approve the **Expense Report**, it will disappear from your Expense Reports page and will go to the next approver in the workflow.

## ICONS

You may encounter the following icons while using Concur.

Icon	Name	Description
	Warning Exception	Indicates that an expense entry has an exception that does not prevent submission.
	Exception	Indicates that an expense entry exception must be resolved before submission.
	Full Allocation	Indicates that the expense entry has been fully allocated.
	Partial Allocation	Indicates that the expense entry has only been partially allocated.
	OCR Receipt	Indicates that an expense entry has an Optical Character Recognition (OCR) receipt (for example, ExpenseIt).
	Receipt Image Required	Indicates that an imaged receipt is required for this expense.
	Paper Receipt Required	Indicates that an expense requires a paper receipt.
	E-Receipt Available	Indicates that an e-receipt is available in Available Expenses.