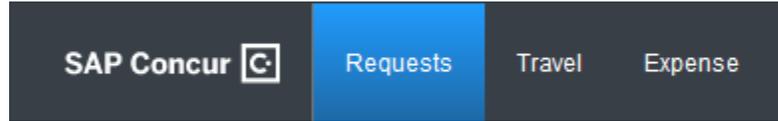




TRAVEL EXPENSE APPROVAL

https://www.csum.edu/fiscal-services/concur.html
Accounts Payable Office Adm Bldg, Rm 109

APPROVING TRAVEL EXPENSE REPORT THROUGH SAP CONCUR



To access Concur: Click [Here](#)

Accessing Expense Reports Pending Approval:

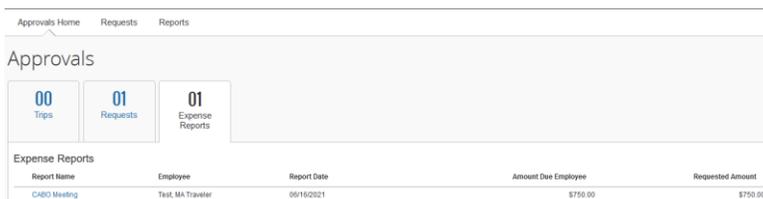
From the Concur Homepage, click one of the following:

<ul style="list-style-type: none"> • Approvals link on the Quick Task Bar 	
<ul style="list-style-type: none"> • Required Approvals link to the left of the left of The California State University banner 	
<ul style="list-style-type: none"> • Required Approvals link found under My Tasks 	

Approval Options:

1. **Approve a submitted Expense Report**

- Click the name of the Expense Report you want to open.



- Review each line for compliance and to ensure required receipts and itemizations have been provided
 - Click the icons associated with expenses to display attached receipt images, account allocations, comments, missing receipt affidavits, and exceptions
 - Click the > symbol to expand the expense entry to display itemization details

Expenses							
	Transaction Dat...	Expense Type	Enter Vendor N...	Additional Infor...	City of Purchase	Payment Type	Amount
>	07/07/2021	Hotel/Lodging	Marriott Hotels		Long Beach, Ca...	Out of Pocket	\$600.00
	07/07/2021	Airfare	United Airlines		Long Beach, Ca...	Out of Pocket	\$150.00

iii. Click [Details](#), [Allocations](#) to view account allocations for the entire report

Expenses							
	Transaction Dat...	Expense Type	Enter Vendor N...	Additional Infor...	City of Purchase	Payment Type	Amount
>	07/07/2021	Hotel/Lodging	Marriott Hotels		Long Beach, Ca...	Out of Pocket	\$600.00
	07/07/2021	Airfare	United Airlines		Long Beach, Ca...	Out of Pocket	\$150.00

c. After reviewing all items, click [Approve](#)

2. **Send an Expense Report Back to the Employee –**

Approvers cannot modify expense reports. If the report requires correction, send it back to the Employee

- a. Click the name of the report you want to open
- b. Click [Send Back to Employee / User](#)

CABO Meeting [Test, MA Traveler]

Summary Details Receipts Print / Email

Expenses

	Transaction Dat...	Expense Type	Enter Vendor N...	Additional Infor...	City of Purchase	Payment Type	Amount	Adjusted Claim...
>	07/07/2021	Hotel/Lodging	Marriott Hotels		Long Beach, Ca...	Out of Pocket	\$600.00	
	07/07/2021	Airfare	United Airlines		Long Beach, Ca...	Out of Pocket	\$150.00	\$150.00

Report Summary

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$750.00

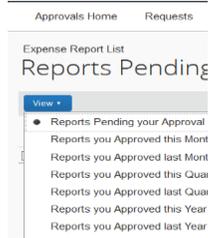
c. Use the Comment field in the [Send Back Report](#) window to explain the reason the report is being returned to the employee, then click [OK](#)

COST OBJECT APPROVER = Delegation of Authority (DOA)

- When entering an expense report, the Concur system allows you to charge to one or multiple chartfield designations (split by amount or %).
- If expenses are shared between a home department and an outside department, upon submission, the expense report will simultaneously forward to the appropriate approving authority for that chartfield designation.
- Each approver can take individual action on the expense report, but the report will not forward to Payment Processing for final review until it has been approved by all appropriate approvers.

VIEW APPROVED REPORTS

- You may go back to review any reports you have already approved
- From the [Approvals](#) tab, click [Reports](#)
- On the left side of the screen change your View to filter for the reports to review:



NOTE: The same procedures apply for locating, reviewing, and approving Travel Requests

APPROVAL WORKFLOW

Request Flow	Expense Flow
Domestic	
Traveler submits	Traveler submits
Approver-HR Reports to Supervisor	Approver- HR Reports to Supervisor
Budget Approver 1 - DOA	Budget Approver 1 - DOA
Processor Approve [AP Office]	Processor-Don't Approve

Banned State, International, & High Hazard	
Traveler submits	Traveler submits
Approver-HR Reports to Supervisor	Approver- HR Reports to Supervisor
Budget Approver 1 - DOA	Budget Approver 1 - DOA
Exception – Risk Manager / President Designee	Processor-Don't Approve
Processor Approve	

War Risk	
Traveler submits	Traveler submits
Approver-Supervisor	Approver-Supervisor
Budget Approver 1	Budget Approver 1
Exception – Risk Manager / President Designee	Processor-Don't Approve
War Risk	
Processor Approve	

Edited/modified for on-campus training by: Corazon Wong Date: March 23, 2021 Revised: 6/29/2021