

1. Open the Concur App on your device, and you should see the following view:



2. Select "Approvals" to see all reports ready for review



3. Review the Expense Report for:

- Appropriate and reasonable expenses, chart-field allocation, etc.
- You should review receipts and documentation by selecting the attachment icon.
- Pay particular attention to warnings signified by these icons.
- 4. Review meal deductions by looking at the "Expenses & Adjustments" section under "Details."

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Report Approval				
wacubo vancou May 14, 2019 Submitted by O'Conno Report total: \$2,153.15				
Details	xpenses	Receipt	s	
Ground Transportation May 10, 2019 YELLOW CAB - Vancouver, British Col		CA\$3 Columbia	7.60	
Hotel May 10, 2019 Four Seasons - Vancouver, British		-CA\$759	9.06 E	
Airline Fees CA\$40.0 May 9, 2019 Delta Air Lines - Vancouver, British Columbia		0.00		
Send Back		Approve	\oslash	

5. Meals provided to the traveler should not be reimbursed. Per diem is reduced by the value of each meal. Per diem will automatically assign the appropriate amount for the first and last day – based upon the itinerary.

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Report Approval	C Travel Allowances
Aay 14, 2019 Gubmitted by O'Conno Report total: \$2,153.15	Vancouver, British Col \$431.2 5/4/19 - 5/10/19 Total Amou
Details Expenses Receipts	Adjustments Itineraries
Comments 0 >	Fri, May 10 exclud
Travel Allowances	Thu, May 09 exclud
Itineraries & Adjustments	Wed, May 08 \$108. Breakfast Provided
eport/Trip Name* acubo vancouver	Tue, May 07 \$76. Breakfast Provided, Lunch Provi More
Report/Trip Business Start Date*	Mon, May 06 \$76. Breakfast Provided, Lunch Provi More
Send Back Approve	Sun, May 05 \$76. Dinner Provided

6. The amount showing, is the total of all expenses, not necessarily what is reimbursed to the traveler:



7. When review is complete, select one of the following options:



8. If you select "Approve," you will be asked to agree to the following attestation statement and make any comments you want to add to the request:



9. If you select "Send back to User," you can add comments to explain changes that need to be made.

NOTE: Concur users should add AutoNotification@concursolutions.com to their safe sender list in Outlook. All emails sent to users from Concur come from this email address, and may end up in a junk email folder unless it's specifically added to a safe list.