1. Select View Report button from notification email

Selecting this button will direct you to our University secure login, and you will be presented with your Concur Home page.

Select “Required Approvals” to access Expense reports requiring your approval.

2. Open an Expense Report by selecting the “Report Name” link
3. Review the Expense Report for:

- Appropriate and reasonable expenses, chart-field allocation, etc.
- You should review receipts and documentation in the receipt window using the “Receipt Image” tab.
- Pay particular attention to warnings signified by these icons !
- Icons on the left denote credit card transactions and different expense types.
- Credit card icons represent charges on University Travel Card or Airfare Card, and will not be reimbursed to the Traveler

4. Review meal deductions by looking at the “Expenses & Adjustments” section
5. Meals provided to the traveler should not be reimbursed. Provided meals are represented by check marks. 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.

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

7. To find the full report, select the following option:

8. When review is complete, select one of the following options:
9. If you select “Approve,” you will be asked to accept the following attestation statement:

Expense Approver Electronic Agreement
By clicking ‘Accept’ I certify that the amount requested to be reimbursed is correct, and agree that in the event this travel request is questioned and sustained by an awarding agency as a non-allowable cost, the cost will be absorbed by a department account using non-federal funds.

Additional signatures up to a Vice President should be obtained when policy or exceptions to policy require additional approval.

10. If you select “Send back to User,” you can add comments to explain changes that need to be made.
11. You can also select Approve and Forward if you want an additional person to review the request. When you select this option, you will be presented with a search option to find the additional approver by Last Name, First Name. Add comments to document the reason for additional review:

![Approve & Forward Report: Business Meal with alcohol](image)

User-Added Approver:

ROBERTSON, DARRIN N. (U0326013@utah.edu)

Comment:

Darrin - Please take an additional look at this request, thank you.

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.