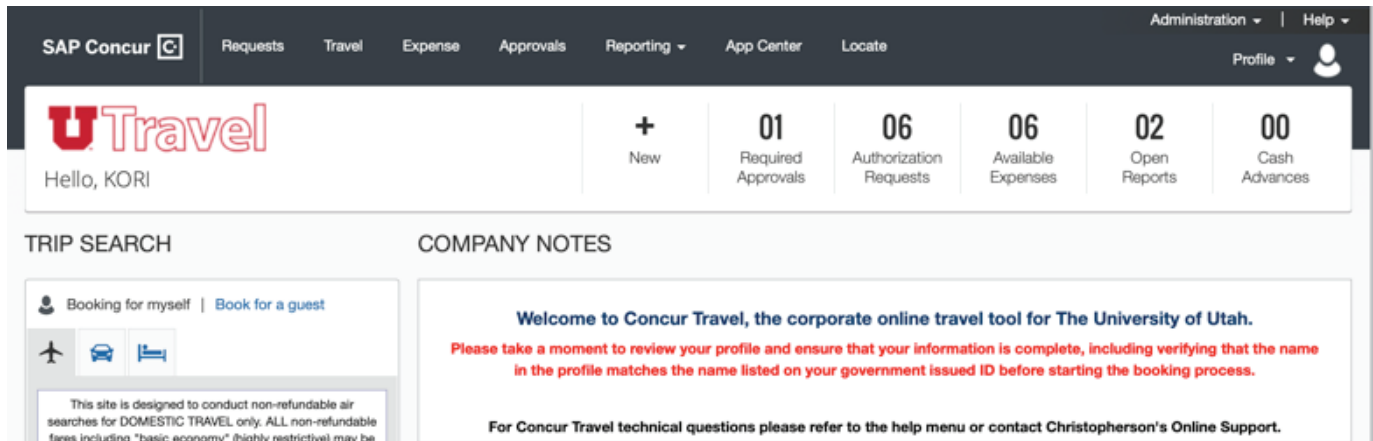


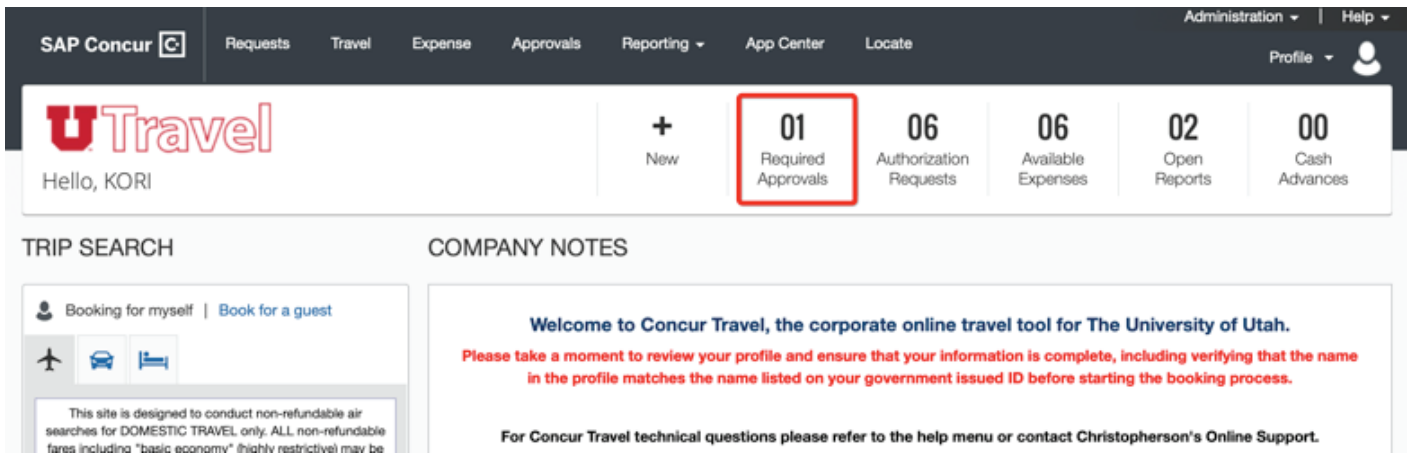
1. Select View Report button from notification email



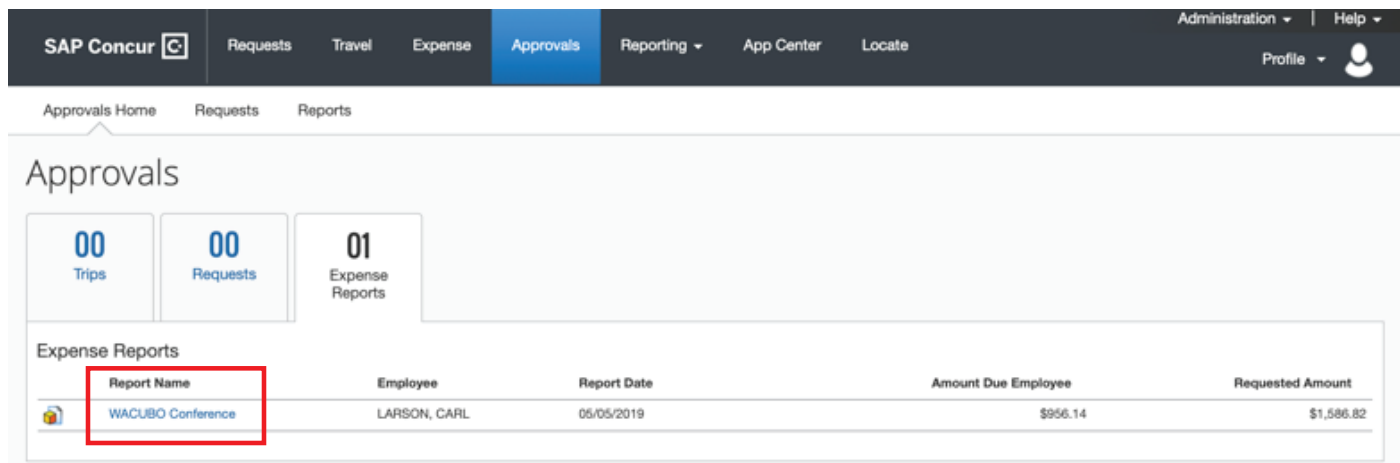
- Selecting this button will direct you to our University secure login, and you will be presented with your Concur Home page.




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

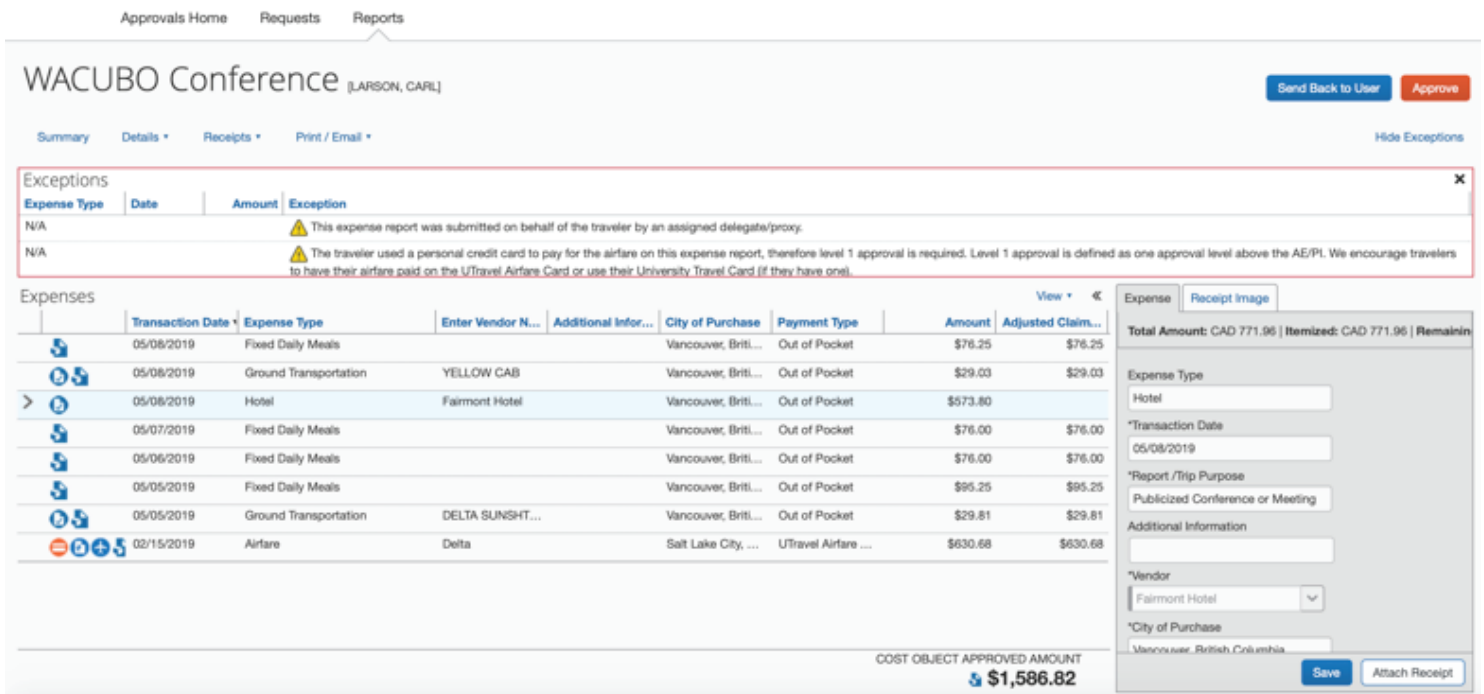




2. Open an Expense Report by selecting the “Report Name” link



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

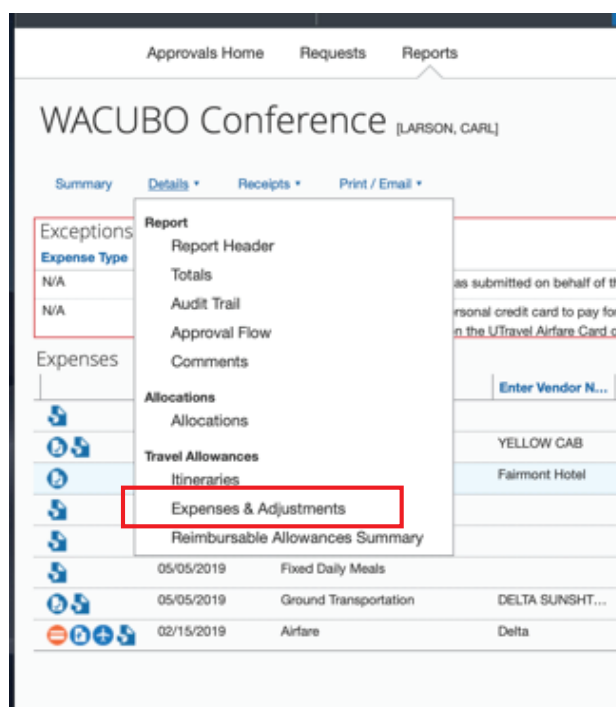


Expense Type	Date	Amount	Exception
N/A			 This expense report was submitted on behalf of the traveler by an assigned delegate/proxy.
N/A			 The traveler used a personal credit card to pay for the airfare on this expense report, therefore level 1 approval is required. Level 1 approval is defined as one approval level above the AE/PI. We encourage travelers to have their airfare paid on the UTravel Airfare Card or use their University Travel Card (if they have one).

Transaction Date	Expense Type	Enter Vendor N...	Additional Infor...	City of Purchase	Payment Type	Amount	Adjusted Claim...
05/08/2019	Fixed Daily Meals			Vancouver, Briti...	Out of Pocket	\$76.25	\$76.25
05/08/2019	Ground Transportation	YELLOW CAB		Vancouver, Briti...	Out of Pocket	\$29.03	\$29.03
05/08/2019	Hotel	Fairmont Hotel		Vancouver, Briti...	Out of Pocket	\$573.80	\$573.80
05/07/2019	Fixed Daily Meals			Vancouver, Briti...	Out of Pocket	\$76.00	\$76.00
05/06/2019	Fixed Daily Meals			Vancouver, Briti...	Out of Pocket	\$76.00	\$76.00
05/05/2019	Fixed Daily Meals			Vancouver, Briti...	Out of Pocket	\$95.25	\$95.25
05/05/2019	Ground Transportation	DELTA SUNSHT...		Vancouver, Briti...	Out of Pocket	\$29.81	\$29.81
02/15/2019	Airfare	Delta		Salt Lake City, ...	UTravel Airfare ...	\$630.68	\$630.68

COST OBJECT APPROVED AMOUNT **\$1,586.82**

4. Review meal deductions by looking at the “Expenses & Adjustments” section



Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Allocations
- Travel Allowances
- Itineraries
- Expenses & Adjustments**
- Reimbursable Allowances Summary

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.

Travel Allowances For Report: WACUBO Conference ☐ ×

Assigned Itineraries | Expenses & Adjustments | **Reimbursable Allowances Summary**

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	05/05/2019 Vancouver, British Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$95.25
<input type="checkbox"/>	05/06/2019 Vancouver, British Columbia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$76.00
<input type="checkbox"/>	05/07/2019 Vancouver, British Columbia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$76.00
<input type="checkbox"/>	05/08/2019 Vancouver, British Columbia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$76.25

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

COST OBJECT APPROVED AMOUNT
\$1,586.82

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

Approvals Home | Requests | **Reports**

WACUBO Conference [LARSON, CARL]

Summary | Details ▼ | Receipts ▼ | Print / Email ▼

*UTAH-Detailed Report with Summary Data

Exceptions

Expense Type	Date	Amount	Exception
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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:

Final Confirmation



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.

Accept

Decline

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

Send Back Report

Comment History

Date ▼	Entered By	Comment Text
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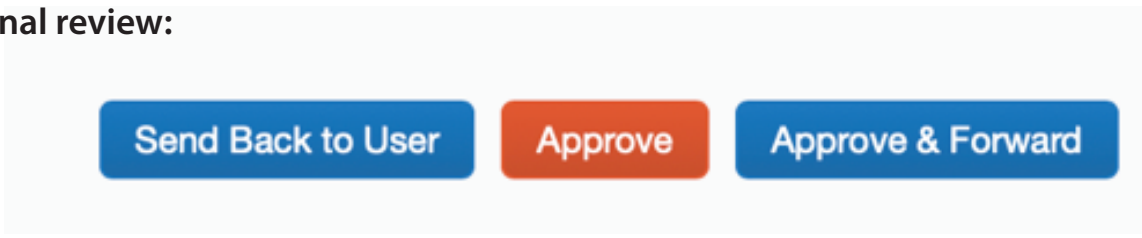
Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

Please update

OK Cancel

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 ×

User-Added Approver:

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

Comment:

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

Approve & Forward Cancel

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.