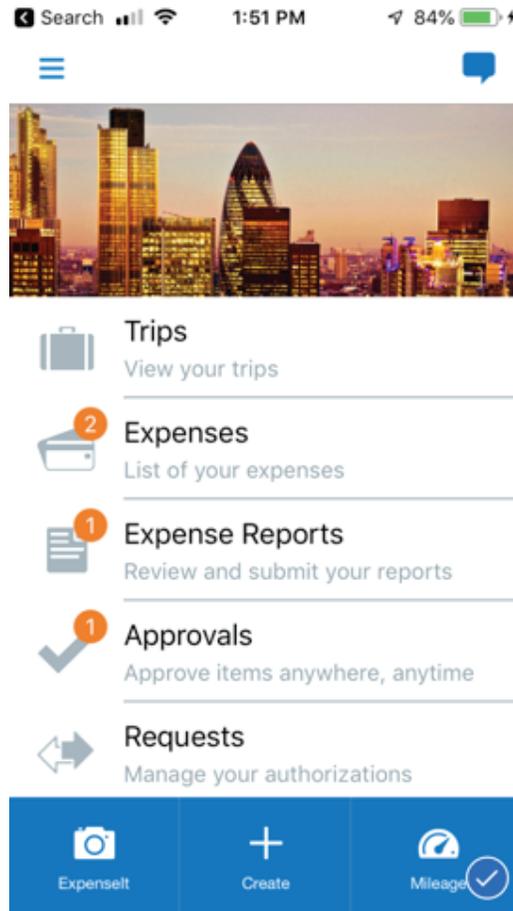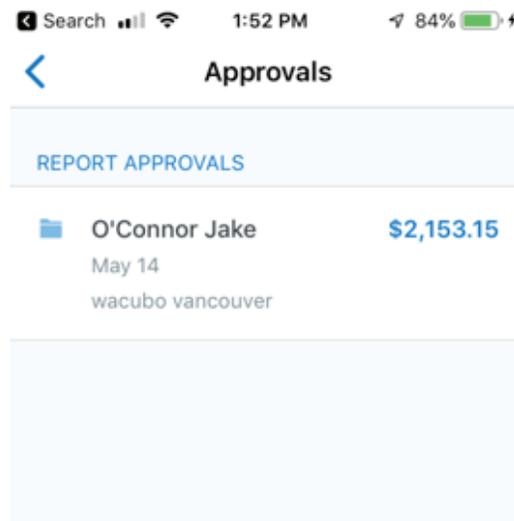1. **Open the Concur App on your device, and you should see the following view:**

2. **Select "Approvals" to see all reports ready for review**
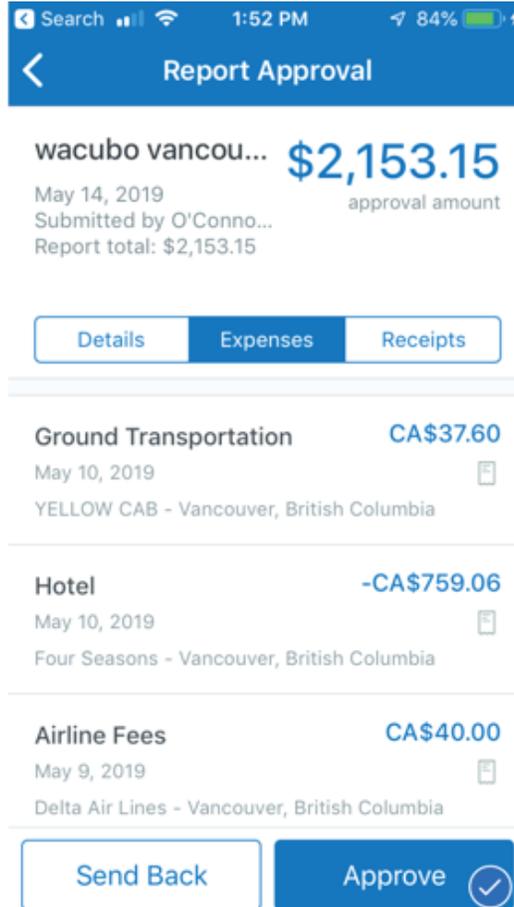
3. Review the Expense Report for:

- 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."

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.**
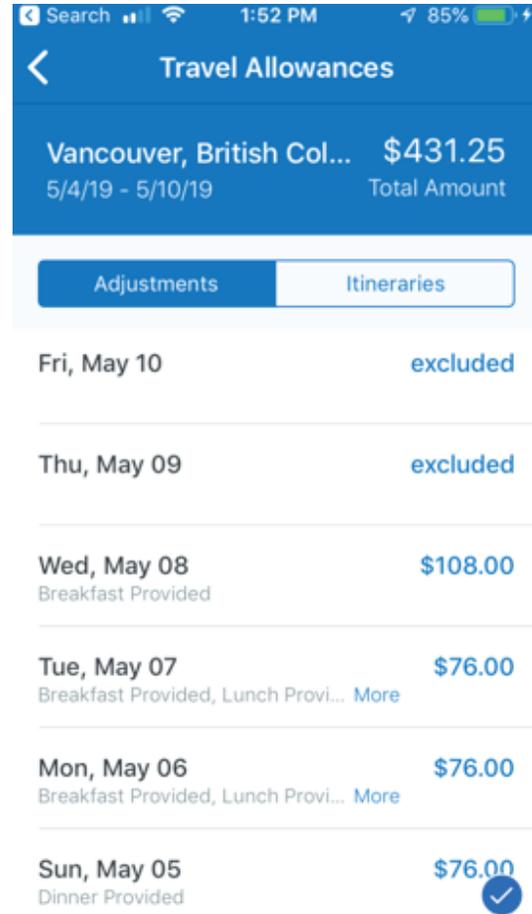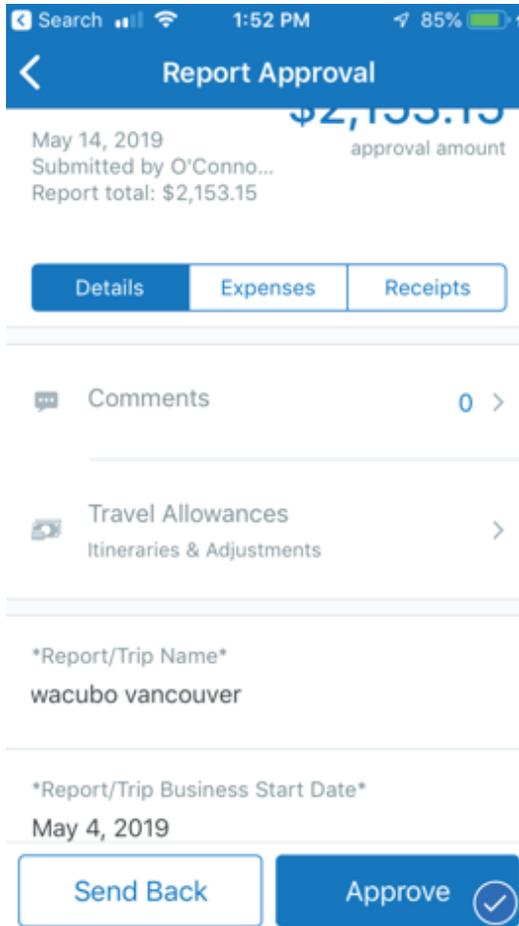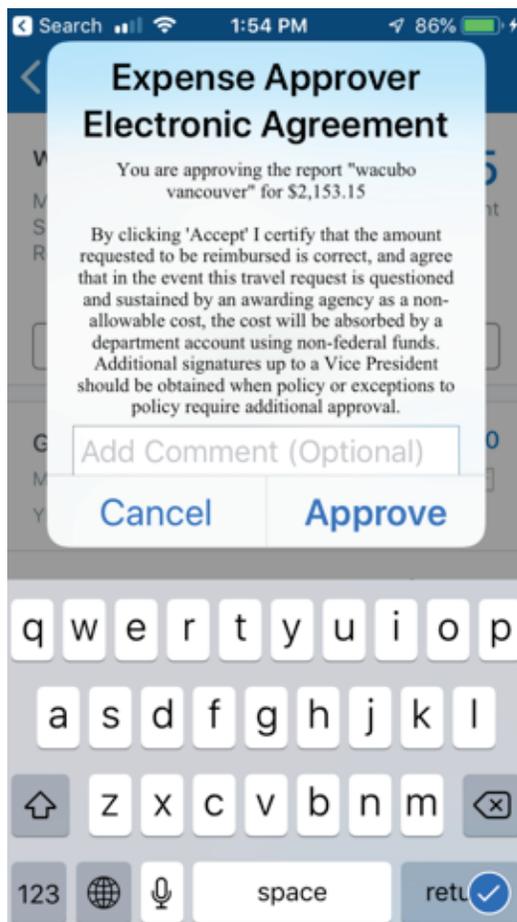

6. **The amount showing, is the total of all expenses, not necessarily what is reimbursed to the traveler:**

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.