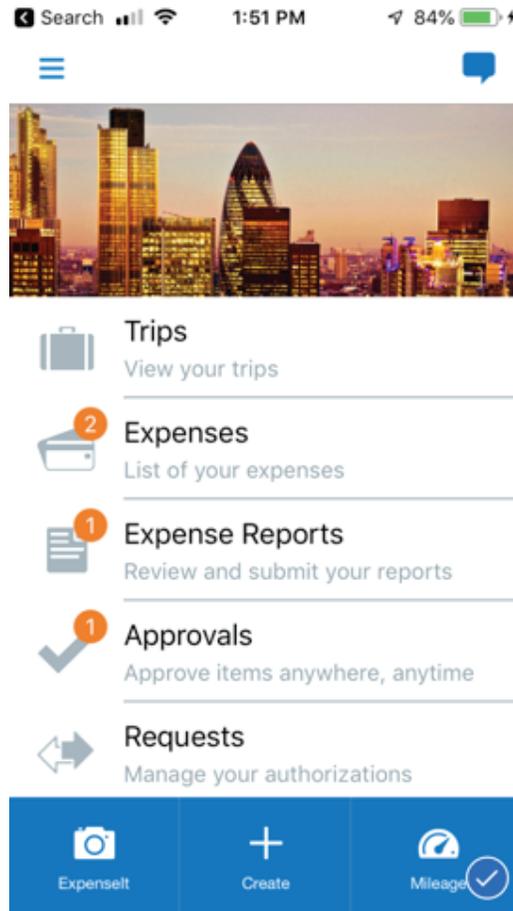
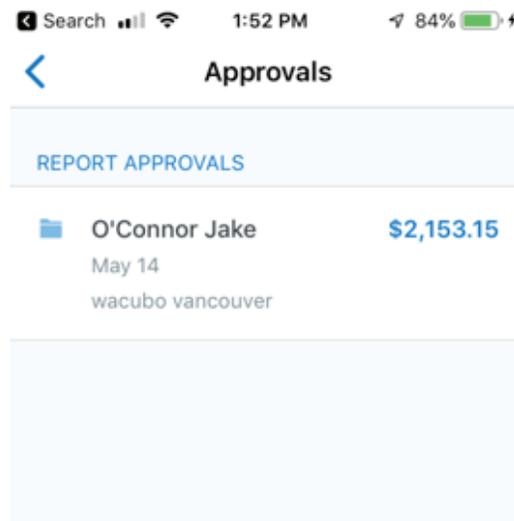


1. Open the Concur App on your device, and you should see the following view:



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

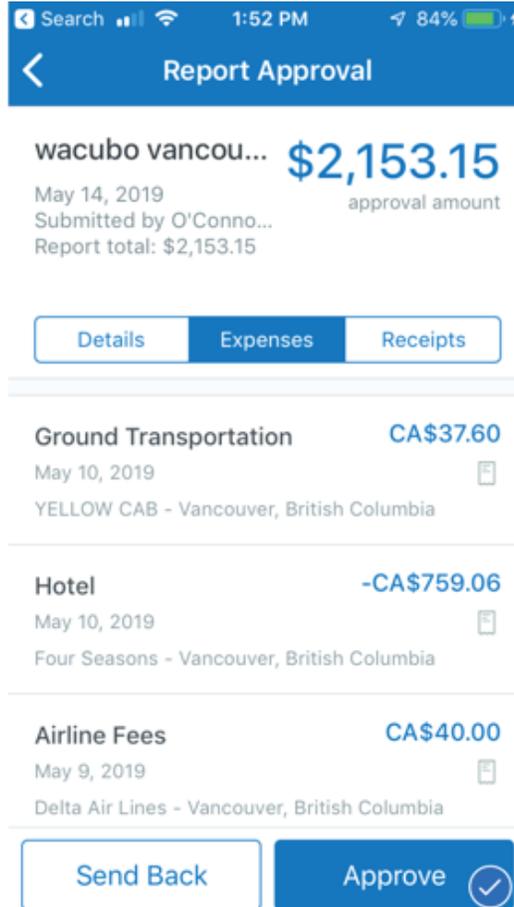


3. Review the Expense Report for:

- 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.”



Search 1:52 PM 84%

Report Approval

wacubo vancou... **\$2,153.15**
May 14, 2019 approval amount
Submitted by O'Conno...
Report total: \$2,153.15

Details Expenses Receipts

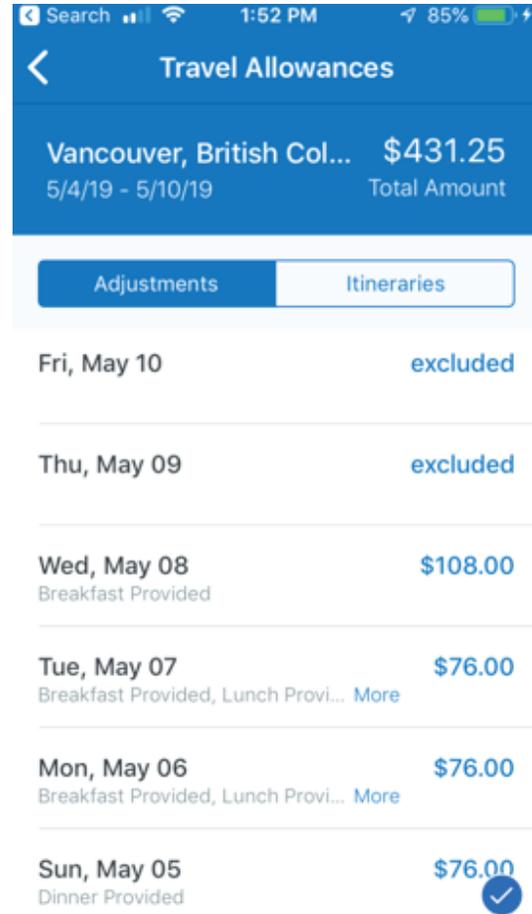
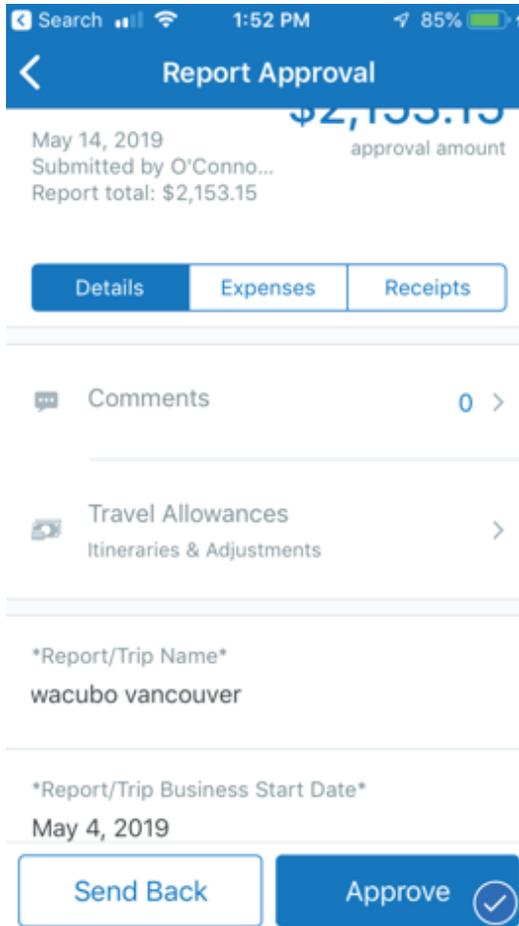
Ground Transportation CA\$37.60
May 10, 2019
YELLOW CAB - Vancouver, British Columbia

Hotel -CA\$759.06
May 10, 2019
Four Seasons - Vancouver, British Columbia

Airline Fees CA\$40.00
May 9, 2019
Delta Air Lines - Vancouver, British Columbia

Send Back Approve

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.



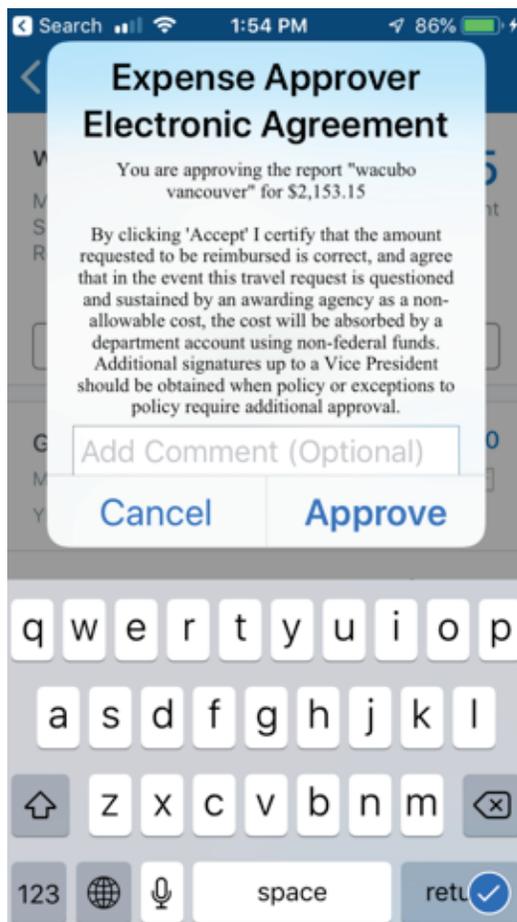
6. The amount showing, is the total of all expenses, not necessarily what is reimbursed to the traveler:



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.