



CONCUR QUICK GUIDE: APPROVING REQUEST & EXPENSE REPORTS

GETTING STARTED

Log in to <http://ds.calstate.edu/?svc=concur>
You will be taken to the Concur home page

ACCESSING REQUEST & EXPENSE REPORTS PENDING APPROVAL

From the Concur Homepage, click one of the following:

- **Approvals** link on the Quick Task Bar
- **Required Approvals** link to the left of The California State University welcome message
- **Required Approvals** link found under My Tasks

APPROVAL OPTIONS

1. **Approve a submitted Travel Request or Expense Report**
 - a. Click the name of the report you want to open
 - b. Review each line for compliance and to ensure required receipts and itemizations have been provided
 - i. Click the icons associated with expenses to display attached receipt images, account allocations, comments, missing receipt affidavits, and exceptions
 - ii. Click the > symbol to expand the expense entry to display itemization details
 - iii. Click **Details, Allocations** to view account allocations for the entire report
 - c. After reviewing all items, click **Approve**
2. **Send a Travel Request or Expense Report Back to the Employee**

Approvers cannot modify expense reports. If the report requires correction, send it back to the Employee

 - a. Click the name of the report you want to open

- b. Click **Send Back to Employee**
- c. Use the **Comment** field in the **Send Back Report** window to explain the reason the report is being returned to the employee, then click **OK**

COST OBJECT APPROVER

- When entering a travel request or expense report, the Concur system allows you to charge to one or multiple chartfielded designations (split by amount or %).
- If expenses are shared between a home department and an outside department, upon submission, the expense report will simultaneously forward to the appropriate approving authority for that chartfield designation.
- Each approver can take individual action on the expense report, but the report will not forward to Payment Processing for final review until it has been approved by all necessary approvers.

VIEW APPROVED REPORTS

- You may go back to review any reports you have already approved
- **For Travel Requests:** From the **Approvals** tab, click **Requests**.
- **For Expense Reports:** From the **Approvals** tab, click **Reports**.
- On the left side of the screen change your View to filter for the reports you want to review

QUESTIONS?

CONTACT AP:

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Trip Data: Indicates trip information from an itinerary



Ground: Indicates that the expense entry originated from a ground transportation itinerary.



Credit Card Transaction: Indicates an expense entry from a credit card transaction.



Electronic Receipt: Indicates that an e-receipt is available in Available Expenses.



Exception: Indicates that an expense entry exception must be resolved before submission.



Sent Back: Indicates that the approver sent a report back to the submitter with comments.



Full Allocation: Indicates that the expense entry has been fully allocated.



Partial Allocation: Indicates that the expense entry has been partially allocated.



OCR Receipt: Indicates that an expense entry has an Optical Character Recognition (OCR) receipt (for example, Expenselt).



Paper Receipt Required: Indicates that an expense requires a paper receipt.



Receipt Image Required: Indicates that an imaged receipt is required for this expense.



Receipt Attached: Indicates entry has a receipt image attached to it.



Receipt Affidavit: Indicates a missing receipt affidavit has been attached to the expense.



XML Receipt Attached: Indicates that an XML receipt is attached to the expense.



Personal Expense: Indicates that an expense entry was marked as personal.



Report Ready for Submission: Indicates that the expense report has been reviewed is ready for delegator review and submission.



Success: Indicates that all required approvals have been processed.