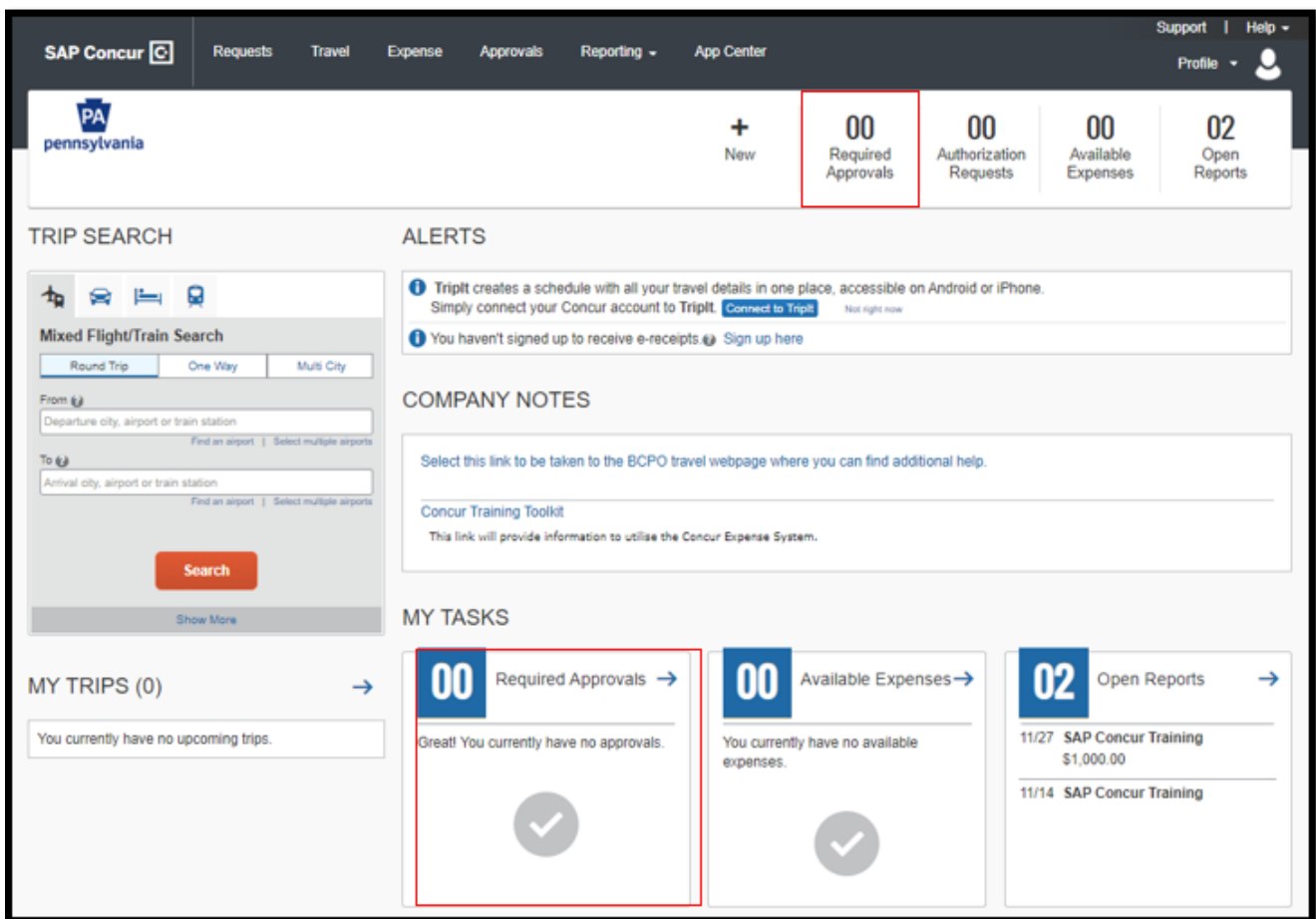


## User Guide – Expense Approver

An expense approver is a supervisor, manager, or a delegate who has the permission in SAP Concur to approve travel expense workflow. This user guide is intended to show how to perform tasks as an expense approver.

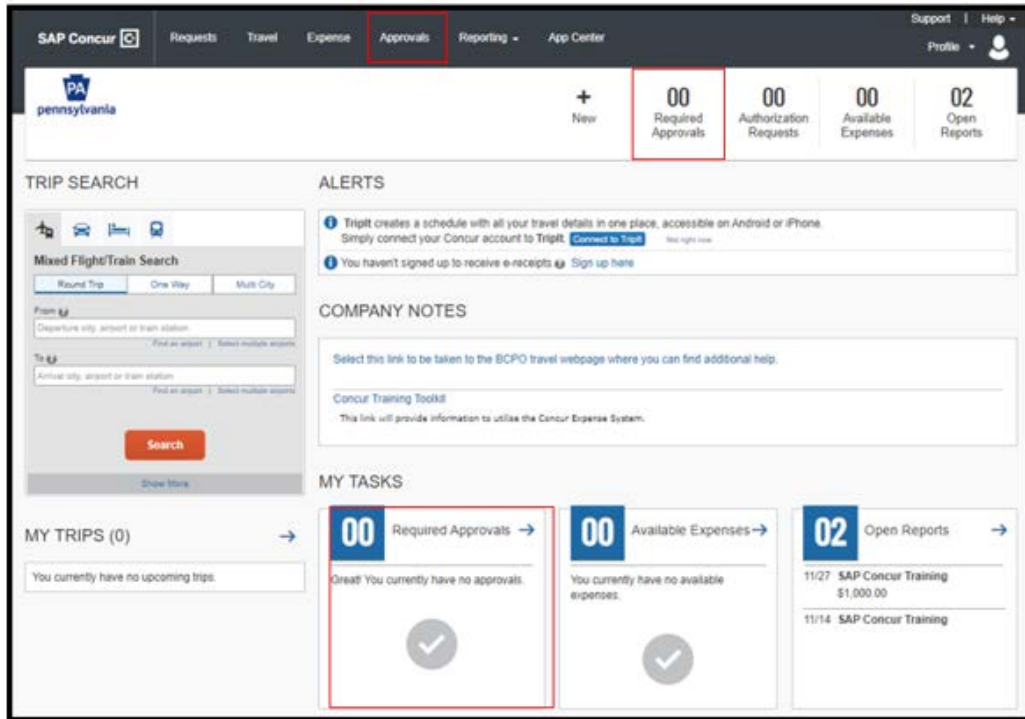
### Home Page

1. Sign into SAP Concur to access your home page. [Reference: SAP Concur User Guide – Signing In]
2. On the home page, any requests and expense reports pending your approval will be visible in the My Tasks section in the Required Approvals area.



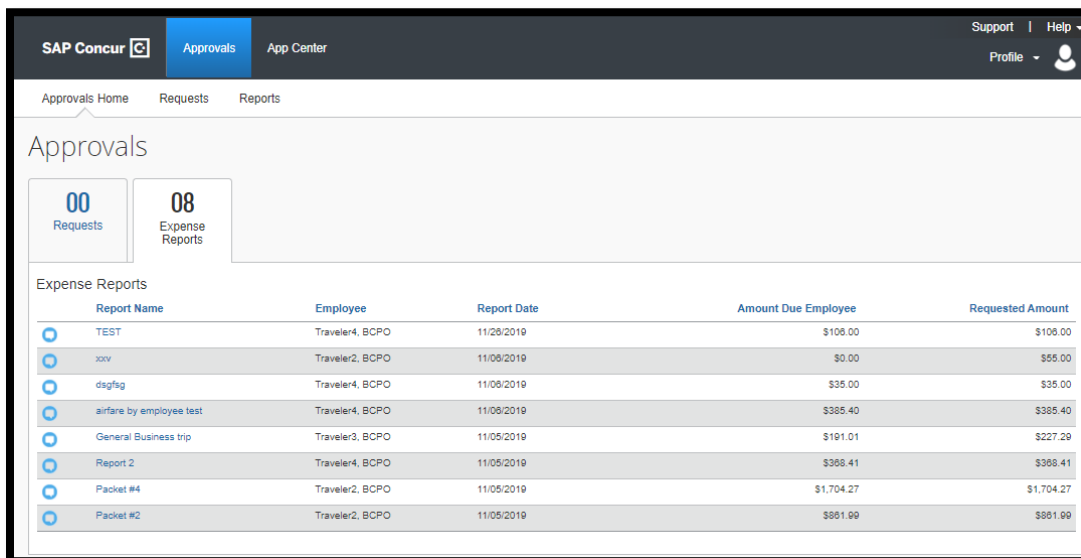
The screenshot displays the SAP Concur home page for an expense approver. At the top, the navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. A summary bar shows '00 Required Approvals' (highlighted with a red box), '00 Authorization Requests', '00 Available Expenses', and '02 Open Reports'. The main content area is divided into several sections: 'TRIP SEARCH' with a 'Mixed Flight/Train Search' form, 'ALERTS' with TripIt and e-receipts notifications, 'COMPANY NOTES' with links to BCPO travel and training toolkits, and 'MY TASKS' with three cards: '00 Required Approvals' (highlighted with a red box and a checkmark), '00 Available Expenses', and '02 Open Reports' with a list of training reports.

- If there are more work items pending than are visible on the home page, you can click on either of the **Required Approvals** links or the **Approvals** tab on the menu bar.



## Approvals Page

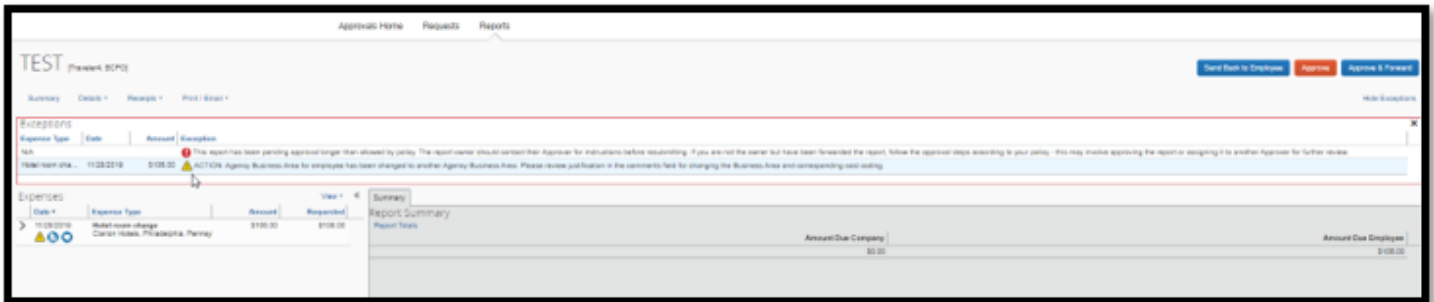
- On the approvals page, there is a tab for each type of work item and each tab will show a count of items that need approval. Work the count to zero to complete your approval tasks.



- Select the **Report Name** link for the report that you wish to review. The icons to the left of the report name are intended to assist the approver. Hover your mouse over the icons to see what they are for or to view the comments.

## Expense Report Page

1. On the expense report page, the **Exceptions** area will alert the approver to items that may need attention or action. Review these carefully and complete any Action items.



2. The **Expenses** area will display detailed information on the expense types claimed. Review all claims thoroughly to ensure the necessity, propriety, and accuracy of the travel expenses.
  - a. Hover over or click on the icons to display alerts, receipt images, and/or comments for each expense.
  - b. Click the dropdown arrow to the left of the date to display itemizations for an expense (i.e. Hotel room charge).

	Date ▼	Expense Type	Amount	Requested
ⓧ	09/26/2019	Hotel room charge Holiday Inn, Wyomissing, Pennsylvania	\$104.94	\$104.94
	09/25/2019	Hotel room charge	\$99.00	\$99.00
	09/25/2019	Hotel Tax	\$5.94	\$5.94
	09/26/2019	Parking Wyomissing, Pennsylvania	\$10.00	\$10.00
	09/26/2019	Overnight Subsistence Wyomissing, Pennsylvania	\$30.32	\$30.32
	09/25/2019	Overnight Subsistence Wyomissing, Pennsylvania	\$82.03	\$45.75

- c. Click on any expense line to see the details displayed in the right section of the Expense Report page.

- d. In the details area, the Expense tab displays the detailed expense information. The Receipt Image tab will display the image of an attached receipt.

Expense | Receipt Image

Expense Type: Overnight Subsistence | Transaction Date: 09/26/2019

Approved Amount: 30.32 |  Travel Allowance

Business Area: (16) Education | Fund: (7007700000) Ed/Exception

[Show reimbursable allowances for 09/26/2019](#)

- e. In the expense details area, click on the **Show reimbursable allowances** link to display a comparison of the amounts claimed compared to GSA maximum allowances for any Overnight Subsistence and Hotel Expenses.

Expense | Receipt Image

Expense Type: Overnight Subsistence | Transaction Date: 09/26/2019

Approved Amount: 30.32 |  Travel Allowance

Business Area: (16) Education | Fund: (7007700000) Ed/Exception

[Show reimbursable allowances for 09/26/2019](#)

Travel Allowances For Report: General Business trip

Assigned Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Show dates from 09/26/2019 to 09/26/2019 [Go](#)

	Expense Type	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
09/26/2019 (Wyomissing, Pennsylvania)					
+	Lodging	\$0.00	\$0.00	\$0.00	\$0.00
+	Meal	\$45.75	\$30.32	\$0.00	\$30.32

3. The **Report Summary** area displays the following information:
  - a. Amount Due Company – this does not apply to the Commonwealth and should always read as \$0.00.
  - b. Amount Due Employee – this is the amount that will be reimbursed to the employee.

You can always return to the display the Report Summary by clicking on the **Summary** link under the Report Name.

General Business trip [Traveler3, BCPO]

Summary Details Receipts Print / Email

Exceptions

Expense Type	Date	Amount	Exception
N/A			! This report has been pending approval longer than allowed by policy. The report owner should co

Expenses

Date	Expense Type	Amount	Requested
09/26/2019	Hotel room charge Holiday Inn, Wyomissing, Pennsylva	\$104.94	\$104.94
09/25/2019	Hotel room charge	\$99.00	\$99.00
09/25/2019	Hotel Tax	\$5.94	\$5.94

Summary  
Report Summary  
Report Totals

4. The Details dropdown menu provides a list of options under headings for Report, Allocations, and Travel Allowances.

Approvals Home Requests Reports

General Business trip [Traveler3, BCPO]

Summary Details Receipts Print / Email

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Allocations

- Allocations

Travel Allowances

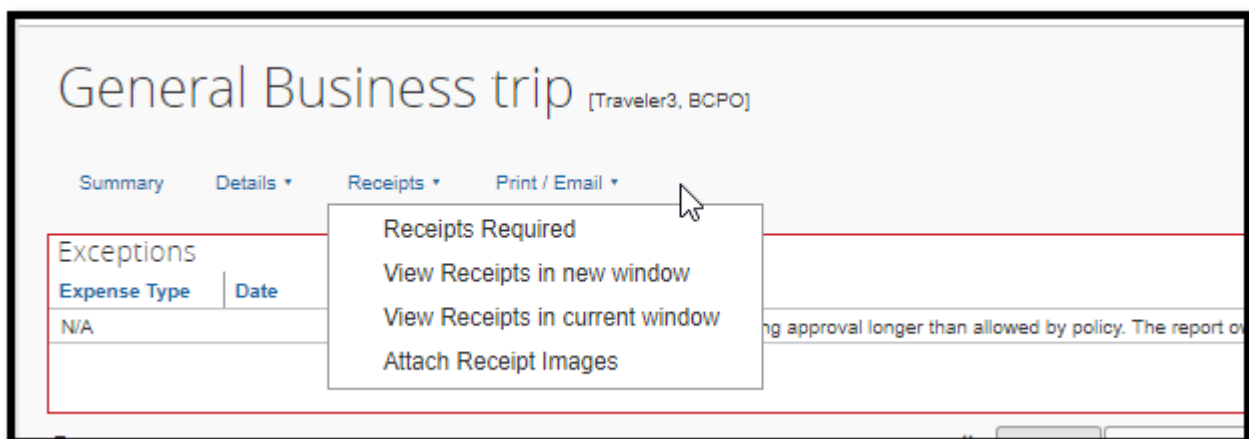
- Itineraries
- Expenses & Adjustments
- Reimbursable Allowances Summary

Expenses

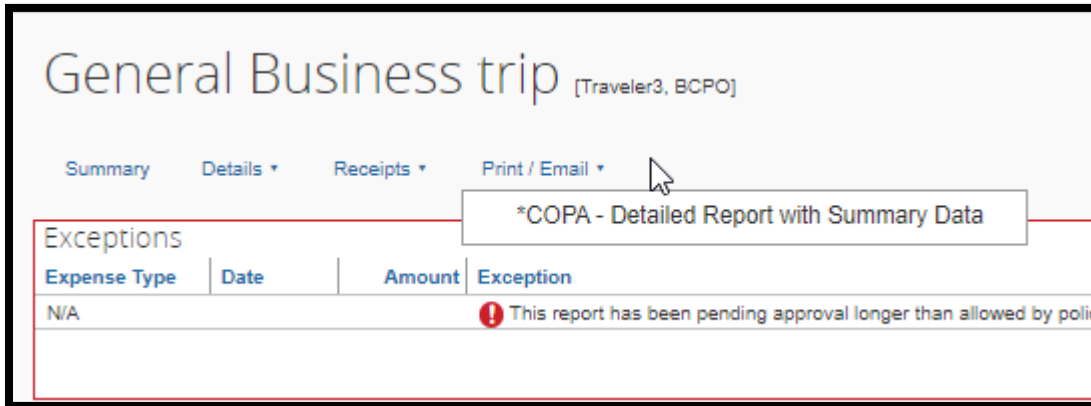
Date	Expense Type	Amount	Requested
09/26/2019	Hotel room charge Holiday Inn, Wyomissing, Pennsylvania	\$104.94	\$104.94
09/25/2019	Hotel room charge	\$99.00	\$99.00
09/25/2019	Hotel Tax	\$5.94	\$5.94
09/26/2019	Expenses & Adjustments	\$10.00	\$10.00
09/26/2019	Reimbursable Allowances Summary	\$30.32	\$30.32

Summary  
Report Summary  
Report Totals

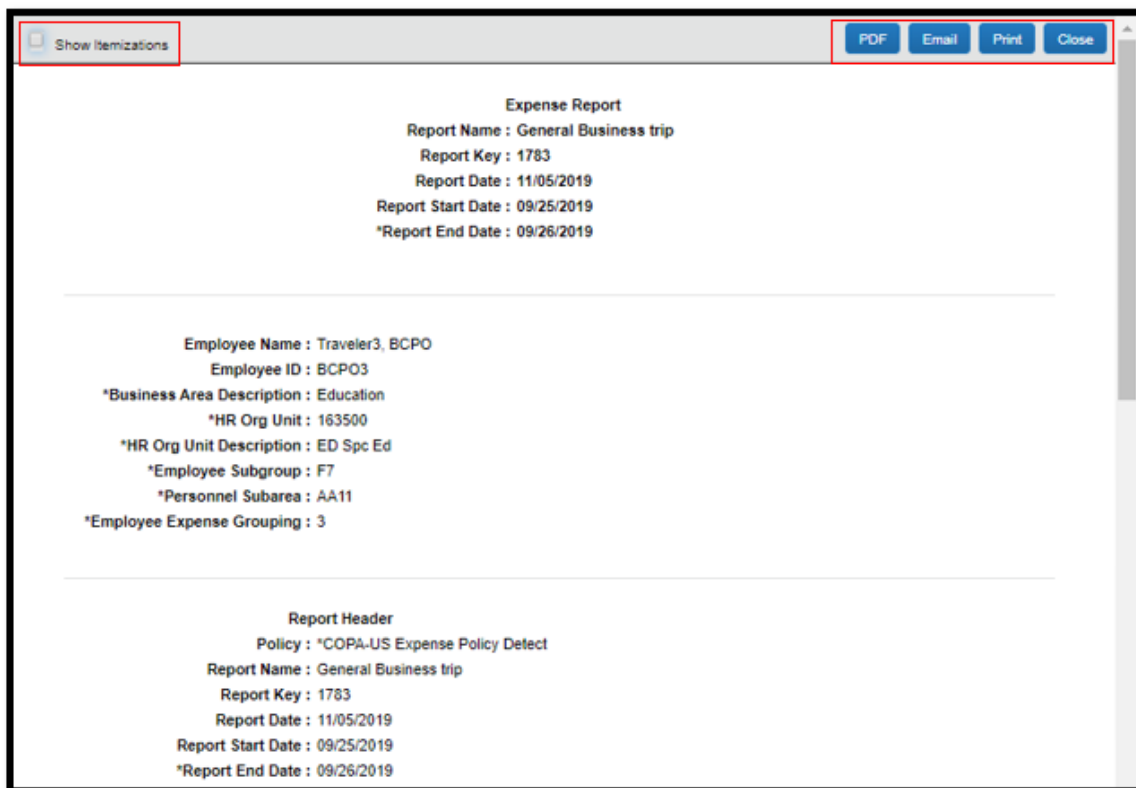
- a. Report
    - i. **Report Header** link – general information either entered by the employee or defaulted from the employee’s profile.
    - ii. **Totals** link – amounts to be reimbursed to the employee or that were paid directly by COPA based on what the employee entered on the expense report.
    - iii. **Audit Trail** link – detailed record of the steps of the report and changes made to it.
    - iv. **Approval Flow** link – display of the workflow of the expense report. Approvers can add an additional agency approver in the workflow in this section.
    - v. **Comments** link – Comments added to the expense report are visible. Approvers can add comments in this section.
  - b. Allocations
    - i. **Allocations** link – this section displays all allocations for the expense report.
  - c. Travel Allowances
    - i. **Itineraries** link– this section displays any itineraries that were added to the expense report.
    - ii. **Expenses & Adjustments** link – this section will display any instances where the traveler reported that a meal was provided.
    - iii. **Reimbursable Allowances Summary** link – this section will display a comparison of the amounts claimed compared to GSA maximum allowances for any Overnight Subsistence and Hotel Expenses
5. The Receipts dropdown menu provides a list of options that include:
- a. **Receipts Required** link– opens window with options to view expense report, attach receipt images, or view receipts.
  - b. **View Receipts in new window** link – opens all receipts associated with the report in a new window.
  - c. **View Receipts in current window** link – opens all receipts associated with the report in the current window. This gives the approver the ability to view each receipt as each expense type is reviewed.
  - d. **Attach Receipt Images** link – opens window with option to attach additional receipt images.



6. The Print/Email dropdown menu provides a list with the only option listed as the report name **COPA – Detailed Report with Summary Data** link.
  - a. Click on the report name to open it in a new window.



- b. With the report displayed, click the Show Itemizations checkbox to re-open the report with itemizations displayed. There are also buttons for:
  - i. **PDF** - save the report as PDF
  - ii. **Email** - email the report to one or more email recipients. Email addresses can be added to the Email Recipient(s) field. Multiple email addresses should be separated by commas. Enter any Comments to the email in the Comment field.
  - iii. **Print** – opens a window to preview and print the report.
  - iv. **Close** – close the report window.



## Report Processing Options

1. When the approver is completed with the review, they can click on one of the following buttons:
  - a. **Send Back to the Employee** – sends the report back to the employee. Enter comments to explain why you are returning the report. Click the **OK** button when finished or click the **Cancel** button to go back.



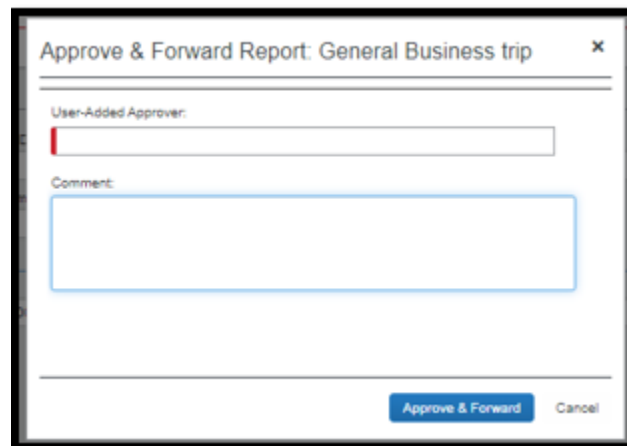
A dialog box titled "Send Back to the Employee" with the following text: "Add a comment to explain why you are returning the report. Then click OK to return the report to the employee." Below the text is a text input field labeled "Comment". At the bottom right, there are two buttons: "OK" and "Cancel".

- b. **Approve** – sends the report to BCPO Travel Audits for processing. Clicking approve opens a window with a Final Confirmation agreement. Click the **Accept** button to continue or the **Decline** button to go back.



A dialog box titled "Final Confirmation" with a close button (X) in the top right corner. The text inside reads: "Approver Electronic Agreement" followed by a paragraph: "I certify that the expenses claimed on this report were incurred in the performance of official Commonwealth business and are necessary, proper, accurate, and in compliance with Commonwealth travel policies. I understand that failure to exercise care in the review and approval of travel expenses may result in disciplinary action." At the bottom right, there are two buttons: "Accept" and "Decline".

- c. **Approve & Forward** – approves the report and allows the approver to add a User to forward the expense report to within the agency. Comments may be added to go along with the report. Click the **Approve & Forward** button to continue or click the **Cancel** button to go back.



A dialog box titled "Approve & Forward Report: General Business trip" with a close button (X) in the top right corner. It contains a text input field labeled "User-Added Approver:" and a larger text input field labeled "Comment:". At the bottom right, there are two buttons: "Approve & Forward" and "Cancel".