Last Updated 12/5/2024

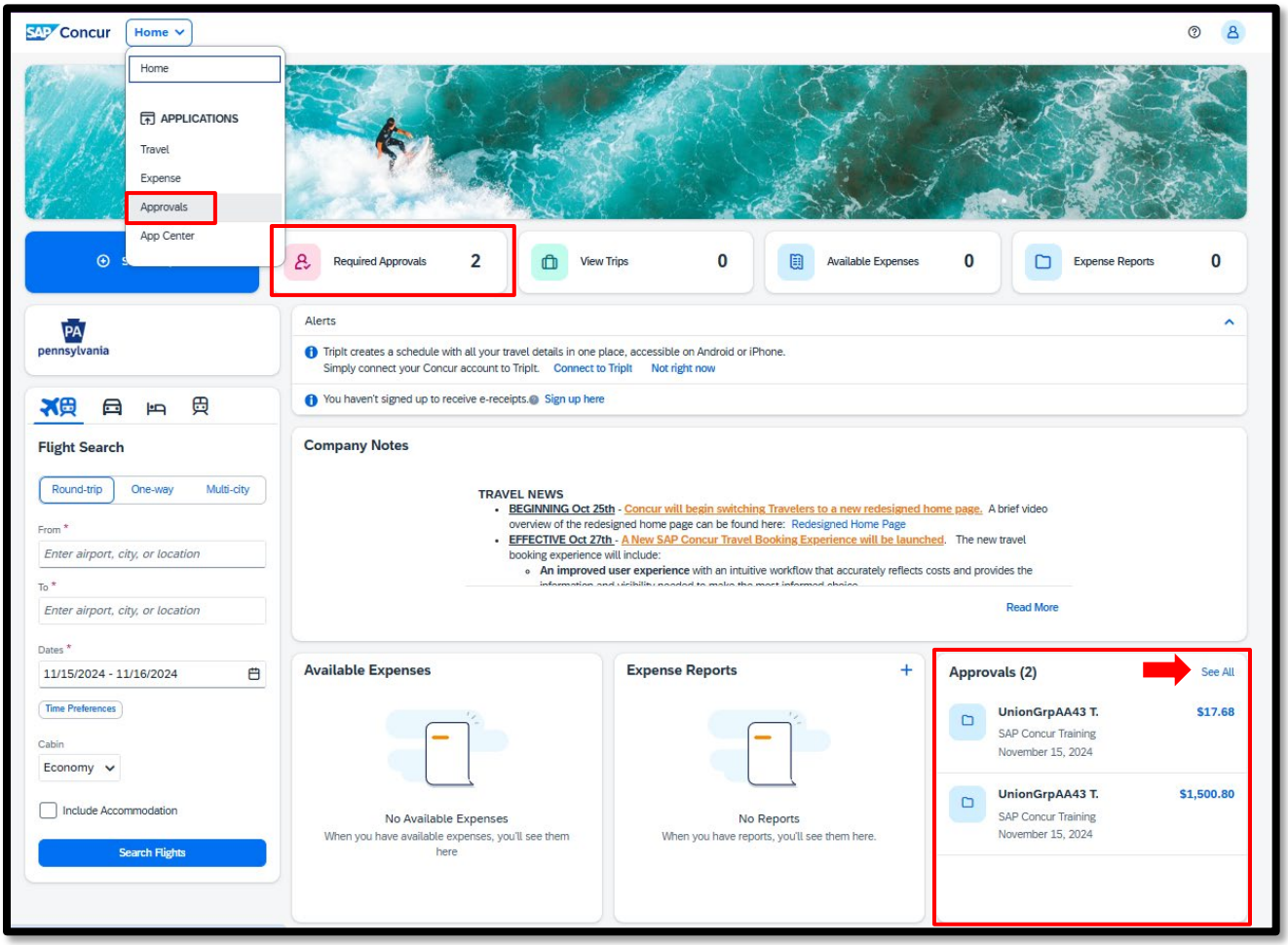
User Guide – Expense Approver

An expense approver is a supervisor, manager, or a delegate who has 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

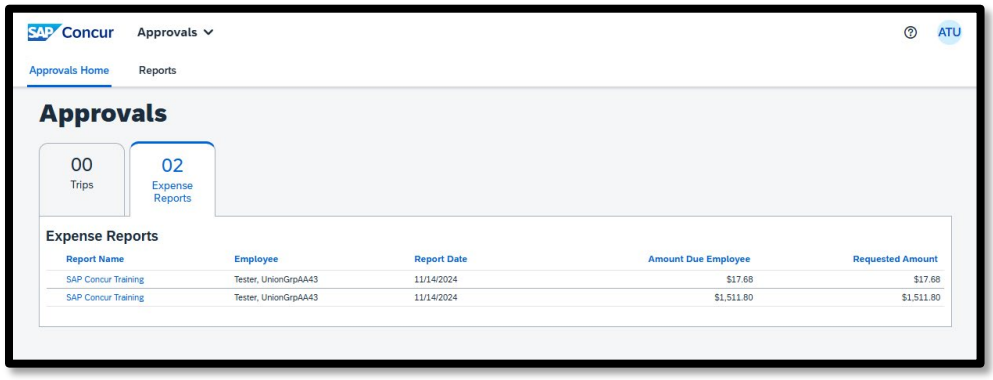
1. Sign into SAP Concur to access your home page. [Reference: SAP Concur User Guide – Signing In]

2. On the home page, there are several options to access expense reports pending your approval:
   a) Click the **Home** dropdown in the top menu bar and select **Approvals** under the **Applications** sub-menu.
   b) In the quick task bar, click **Required Approvals**.
   c) In the **Approvals** section, click the **See All** link.



Approvals Page

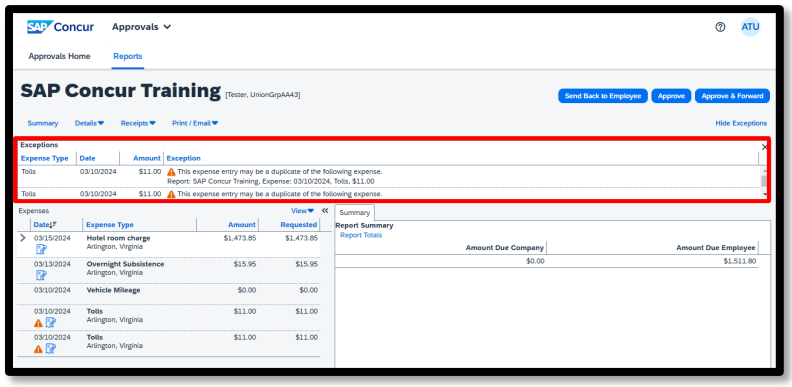
1. On the approvals page, there is a tab for each type of work item and each tab will show a count of items that need approval. Work the count to zero to complete your approval tasks.



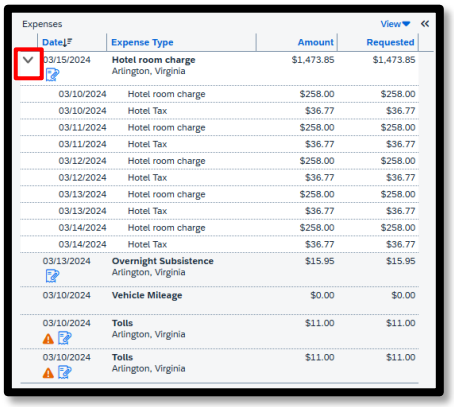
2. Select the **Report Name** link for the report that you wish to review.

Expense Report Page

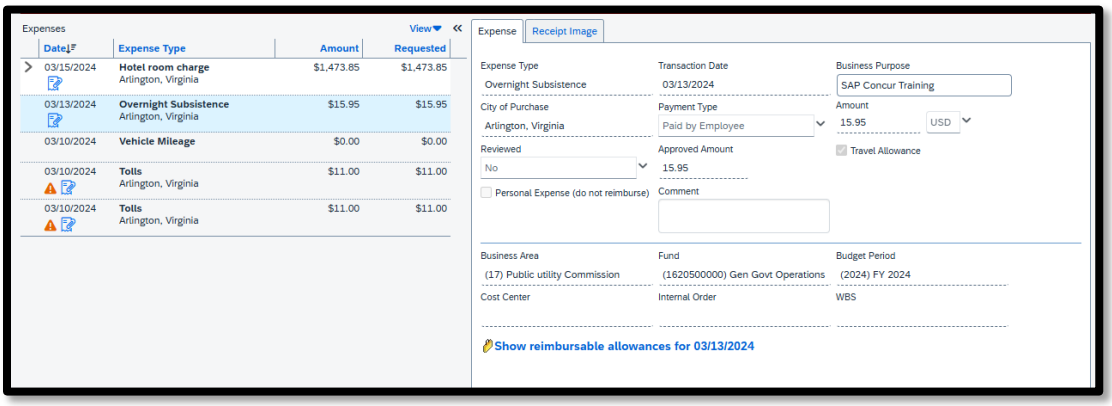
1. On the expense report page, the **Exceptions** area will alert the approver to items that may need attention or action. Review these carefully and complete any Action items.



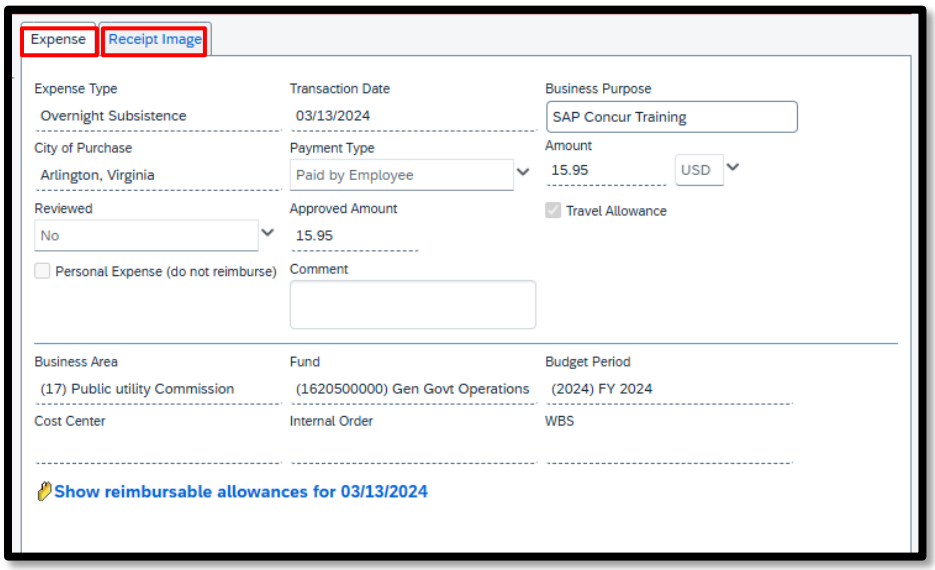
2. The **Expenses** area will display detailed information on the expense types claimed. Review all claims thoroughly to ensure the necessity, propriety, and accuracy of the travel expenses.
    a. Hover over or click on the icons to display alerts, receipt images, and/or comments for each expense.
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



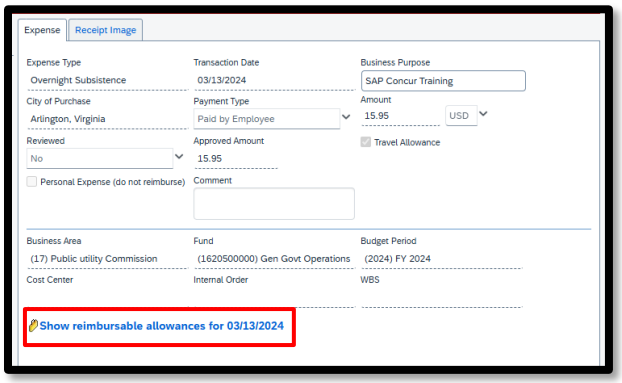
c. Click on any expense line to see the details displayed in the right section of the Expense Report page.

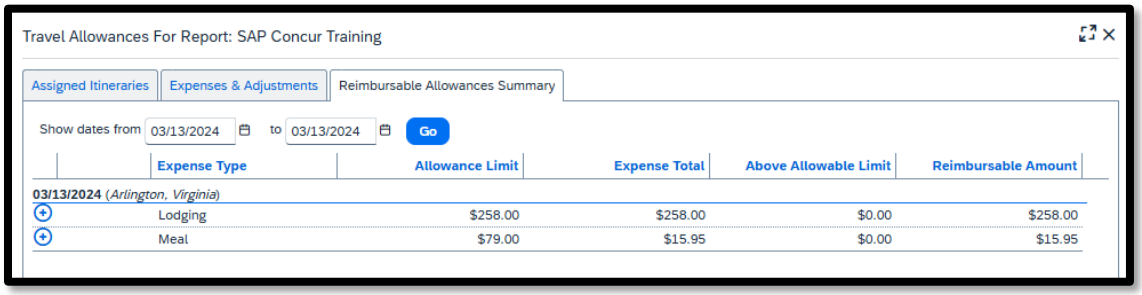


d. In the details area, the Expense tab displays detailed expense information. The Receipt Image tab will display the image of an attached receipt.



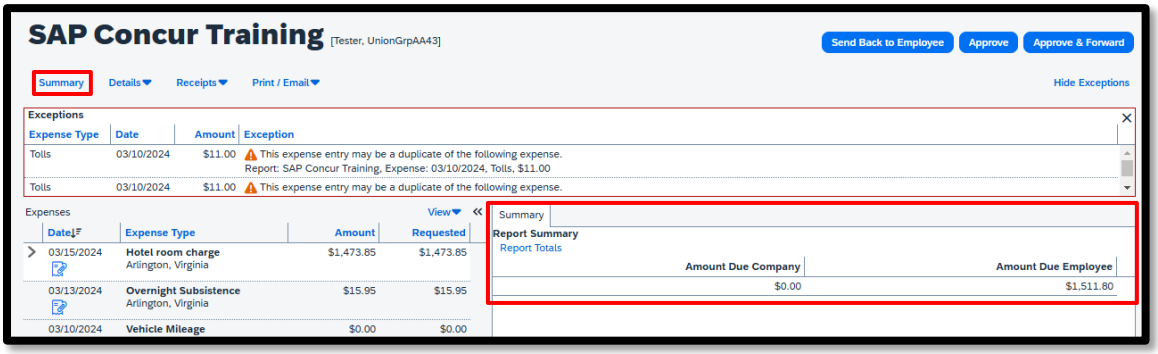
e. In the expense details area, click on the **Show reimbursable allowances** link to display a comparison of the amounts claimed compared to GSA maximum allowances for any Overnight Subsistence and Hotel Expenses.



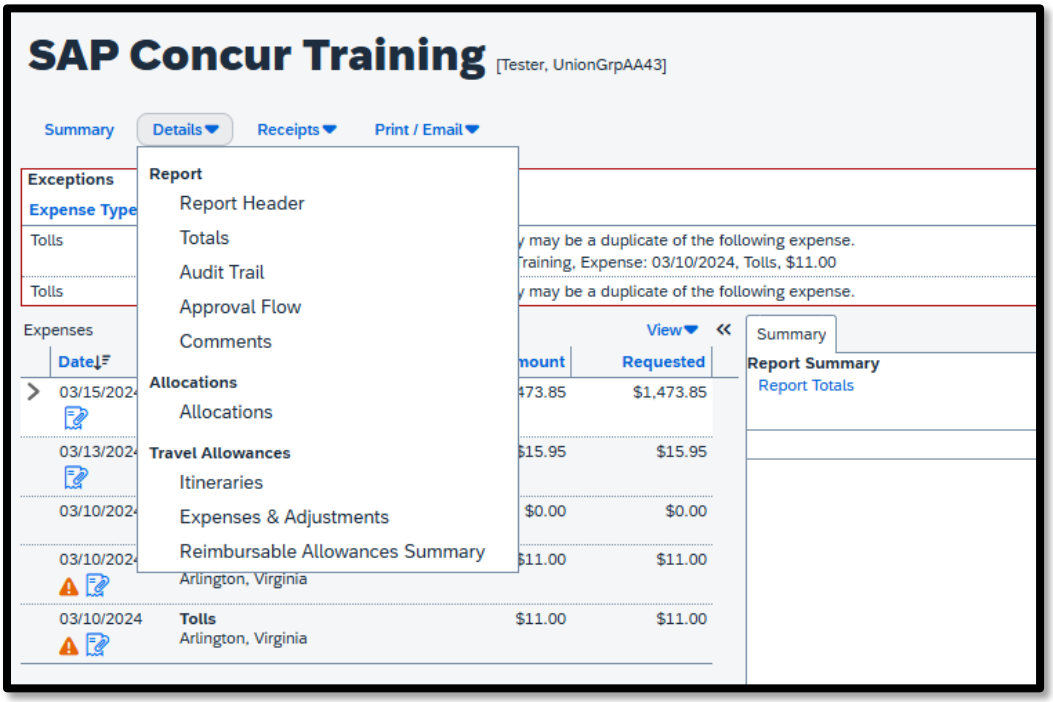


3. The **Report Summary** area displays the following information:
   a. Amount Due Company – this does not apply to the Commonwealth and should always read as $0.00.
   b. Amount Due Employee – this is the amount that will be reimbursed to the employee.

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

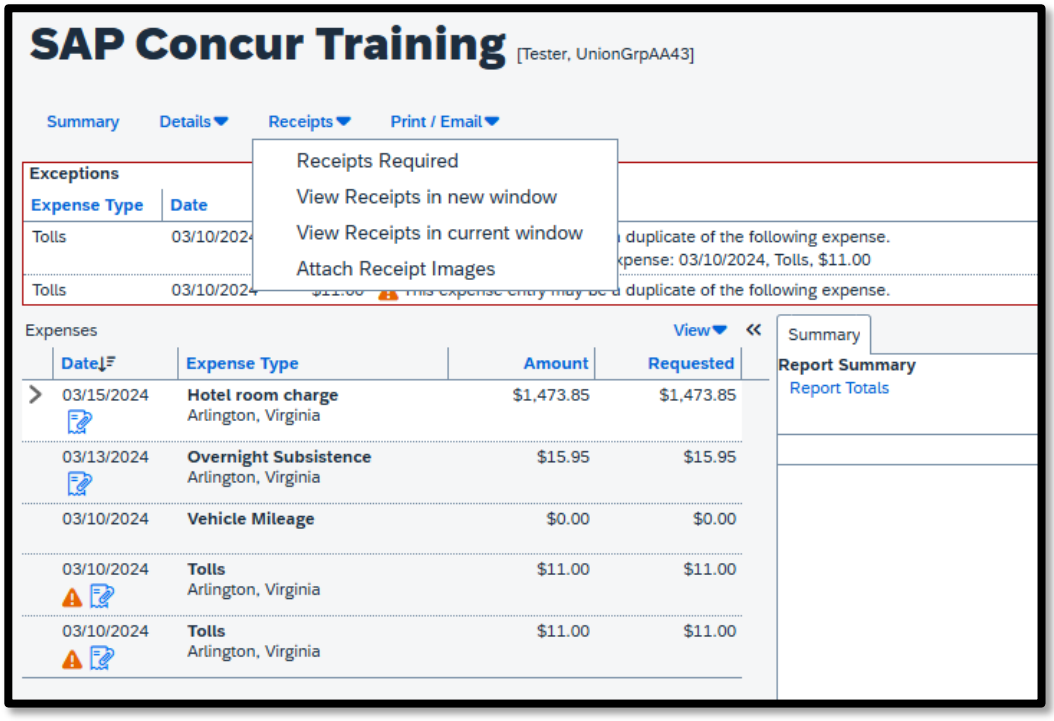


4. The Details dropdown menu provides a list of options under headings for Report, Allocations, and Travel Allowances.



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

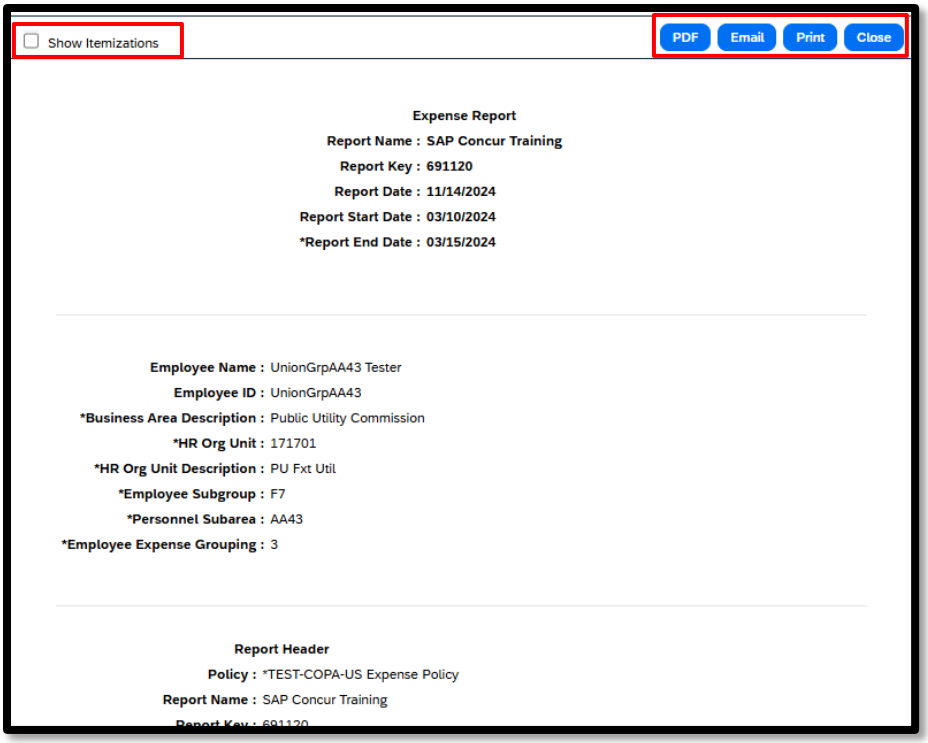
5. The Receipts dropdown menu provides a list of options that include:
    a. **Receipts Required** link– opens window with options to view expense report, attach receipt images, or view receipts.
    b. **View Receipts in new window** link – opens all receipts associated with the report in a new window.
    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.

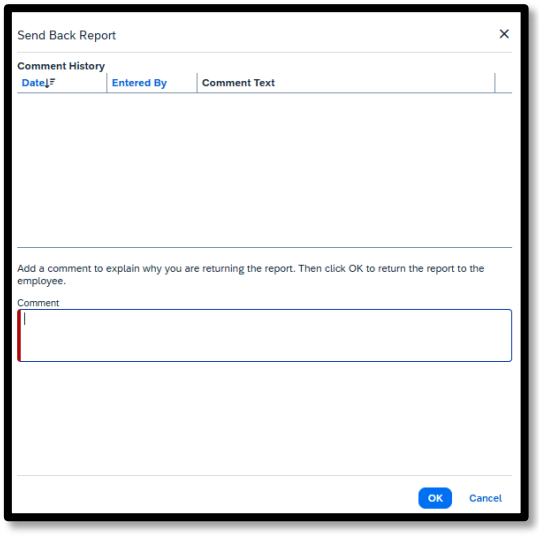
   b. With the report displayed, click the Show Itemizations checkbox to re-open the report with itemizations displayed. There are also buttons for:
      i. **PDF** - save the report as PDF
      ii. **Email** - email the report to one or more email recipients. Email addresses can be added to the Email 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.



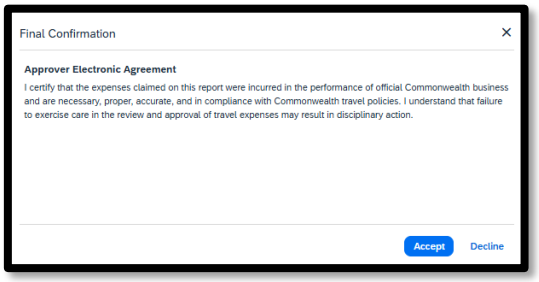
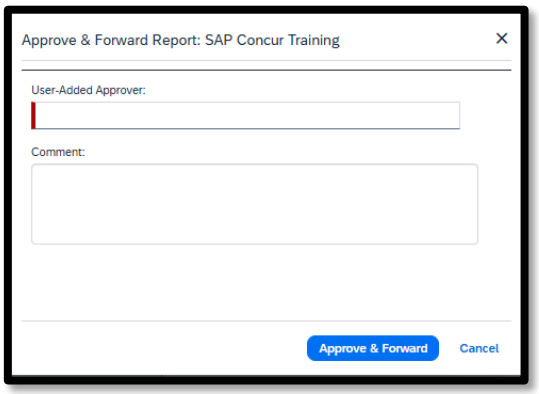
Report Processing Options

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.



   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.



   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.