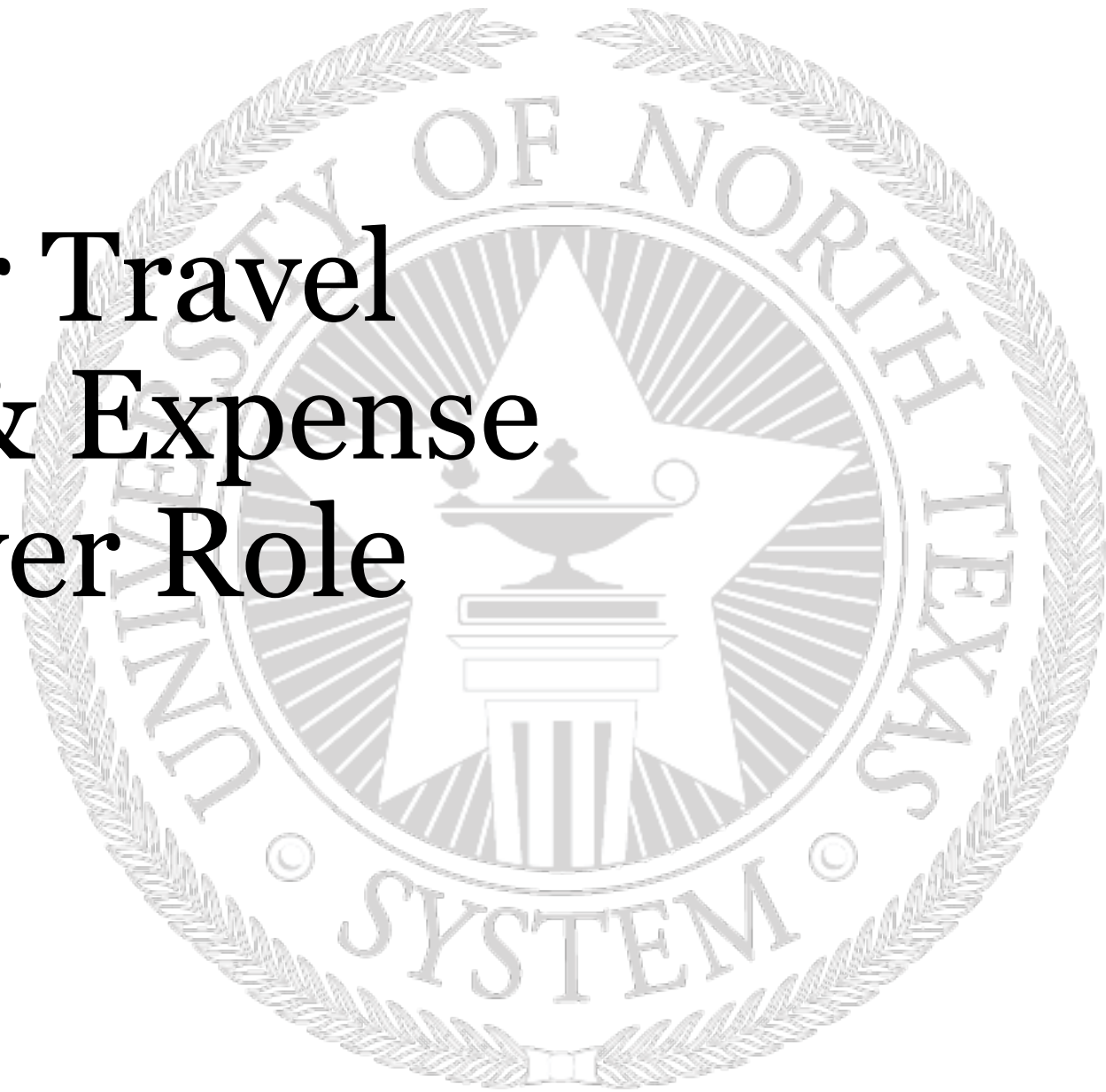


Concur Travel Request & Expense Approver Role



Approver Role

- The approver will approve Requests and Expense Reports that have been built by an employee.
- An approver can:
 - Approve Requests and Expense Reports submitted by employees that they supervise
 - Approve Requests and Expense Reports that are using a fund that the Approver manages
 - Approve both for the employees they supervise and the fund they manage.

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Support | Help | Profile

UNT UNIVERSITY OF NORTH TEXAS

Hello, Approver

+ New | 01 Required Approvals | 00 Authorization Requests | 00 Available Expenses | 00 Open Reports

TRIP SEARCH

Booking for myself | Book for a guest

Flight Search

Round Trip | One Way | Multi City

From: Departure city, airport or train station

To: Arrival city, airport or train station

Search

ALERTS

- As a UNIVERSITY OF NORTH TEXAS employee, you are eligible for a free Triplt Pro subscription. [Learn More and Activate](#) Not right now
- You haven't signed up to receive e-receipts. [Sign up here](#)

COMPANY NOTES

- Concur Training
This link will provide information and training to utilize the Concur Expense System.
- University of North Texas Travel Home Page
- The University of North Texas Pcard Home Page



Read more

MY TASKS

01 Required Approvals → Traveler T. TEST-CAW0003-10/17/18 \$402.50 — Expense	00 Available Expenses → You currently have no available expenses.	00 Open Reports → You currently have no open reports.
---	---	---

To see a list of Approvals that require attention.

Select the arrow next to “Required Approvals”

SAP Concur  Requests Travel Expense **Approvals** Reporting App Center Support | Help Profile 

Approvals Home Requests Reports

Approvals

00

Trips

00

Requests


01

Expense Reports



00

Statement Reports

Expense Reports

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
 TEST-CAW0003-10/17/18	Traveler, Traveler	10/22/2018	\$402.50	\$402.50

The Approvals Home tab will show required approvals for Travel, Requests, Expense Reports, and Statement (Pcard) Reports.

SAP Concur  Requests Travel Expense Approvals Reporting App Center Support | Help Profile 

Approvals Home Requests Reports

Approvals



00
Trips

00
Requests


01
Expense Reports

00
Statement Reports

Expense Reports

	Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
 	TEST-CAW0003-10/17/18	Traveler, Traveler	10/22/2018	\$402.50	\$402.50

Delegate has reviewed this report

If the Approver has selected a delegate to preview Approvals, a green icon  will be present next to the Report name.

Select the Report that requires Approval.

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Support | Help | Profile

Approvals Home | Requests | Reports

1 TEST-CAW0003-10/17/18 [Traveler, Traveler] Send Back to User Approve Approve & Forward

Summary | Details | Receipts | Print

Expenses

Date	Expense Type	Amount	Approved
10/21/2018	Daily Allowance San Antonio, Texas	\$45.75	\$45.75
10/20/2018	Daily Allowance San Antonio, Texas	\$61.00	\$61.00
10/19/2018	Daily Allowance San Antonio, Texas	\$45.75	\$45.75
10/19/2018	Airfare American Airlines	\$250.00	\$250.00

2

3 TOTAL AMOUNT \$402.50 TOTAL APPROVED \$402.50

Summary

Report Summary

Report Totals

Amount Due Company	Amount Due Employee
\$0.00	\$402.50

4

Requests (1)

Request Name	Request ID	Amount Approved	Amount Remaining
TEST-CAW0003-1...	333E	\$250.00	\$-215.48

The Report screen will show:

1. Report Name
2. The individual expenses
3. Total amount of the Report
4. Report summary including any Requests attached

Select the Report Name to view the Report header.

Report header for: TEST-CAW0003-10/17/18

Previous Comment

Entered By Concur System: Passed PreBudget check on 2018-10-22-10.25.08.000000

Policy Test User Travel Policy	Report Name TEST-CAW0003-10/17/18	Report/Trip Business Start Date 10/19/2018	Report/Trip Business End Date 10/21/2018	Final Report? ? Yes	Report/Trip Purpose Meeting
Trip Type In-State	Does this trip contain personal travel? No	Personal travel dates	Business Purpose	Comment	
Report Id DF42B149B4D7461C8020	Report Key 1578	User Name Traveler, Traveler	Report Currency US, Dollar	Receipts Received Yes	Submit Date 10/22/2018
Approval Status Submitted & Pending Approval	Payment Status Not Paid	Report Total 402.50	Personal Expenses 0.00	Amount Not Approved 0.00	Amount Approved 402.50
Amount University Paid 0.00	Amount Due University 0.00	Amount Due User 402.50	Amount Due University Card 0.00	Total Amount Claimed 402.50	Department (925000) IT Shared Services
Project NONE	Fund Cat (200) Designated Operating-Manage	Fund (830040) Designated Op - Shared S	Function (550) Institutional Support	Program NONE	Purpose NONE
Site NONE	PC Business Unit NONE	Activity NONE			

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
TEST-CAW0003-10/17/18	333E	No	\$250.00	\$250.00	\$-215.48

Save Cancel

The Report header contains report details such as Report/Trip business start/end dates, Report purpose, travel type, business purpose, amounts to be reimbursed and amount to be paid by the University. The header also contains the chart string to be used to pay for the expenses and the amount approved on the request that is associated with the Report.

Select Cancel

SAP Concur | Requests | **Travel** | Expense | Approvals | Reporting | App Center | Support | Help | Profile

Approvals Home | Requests | Reports

TEST-CAW0003-10/17/18 [Traveler, Traveler] Send Back to User Approve Approve & Forward

Summary | Details | Receipts | Print

Date	Expense Type	Amount	Approved
10/21/2018	Daily Allowance San Antonio, Texas	\$45.75	\$45.75
10/20/2018	Daily Allowance San Antonio, Texas	\$61.00	\$61.00
10/19/2018	Daily Allowance San Antonio, Texas	\$45.75	\$45.75
10/19/2018	Airfare American Airlines	\$250.00	\$250.00

TOTAL AMOUNT \$402.50 | TOTAL APPROVED \$402.50

Expense | **Receipt Image** | Summary

Expense Type: Airfare | Transaction Date: 10/19/2018

Report/Trip Purpose: Meeting | Business Purpose:

Ticket Number: | Vendor: American Airlines

Destination City: | Payment Type: Out of Pocket


Amount: 250.00 USD | Reviewed: No

Approved Amount: 250.00 | Personal Expense (do not reimburse)

Comment: | Request: 10/19/2018, \$250.00 - TEST-

Save Allocate Attach Receipt

Select an individual expenditure and review details.

Select Receipt Image Icon  to review the attached receipt(s).

SAP Concur | Requests | Travel | Expense | **Approvals** | Reporting | App Center | Support | Help | Profile

Approvals Home | Requests | Reports

TEST-CAW0003-10/17/18 [Traveler, Traveler] | Send Back to User | Approve | Approve & Forward

Summary | Details | Receipts | Print


Date	Expense Type	Amount	Approved
10/21/2018	Daily Allowance San Antonio, Texas	\$45.75	\$45.75
10/20/2018	Daily Allowance San Antonio, Texas	\$61.00	\$61.00

Report Summary

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$402.50

Receipt

Receipt Image Available

The receipt can also be viewed by hovering the mouse pointer over the blue “Receipt Image Available” icon 

When review is complete, the Approver can either send the report back to the user for more information or Approve the Report.

Select Approve.

03-10/17/18 [Traveler, Traveler] Send Back to User

Receipts Print

Final Confirmation

Approver Electronic Agreement

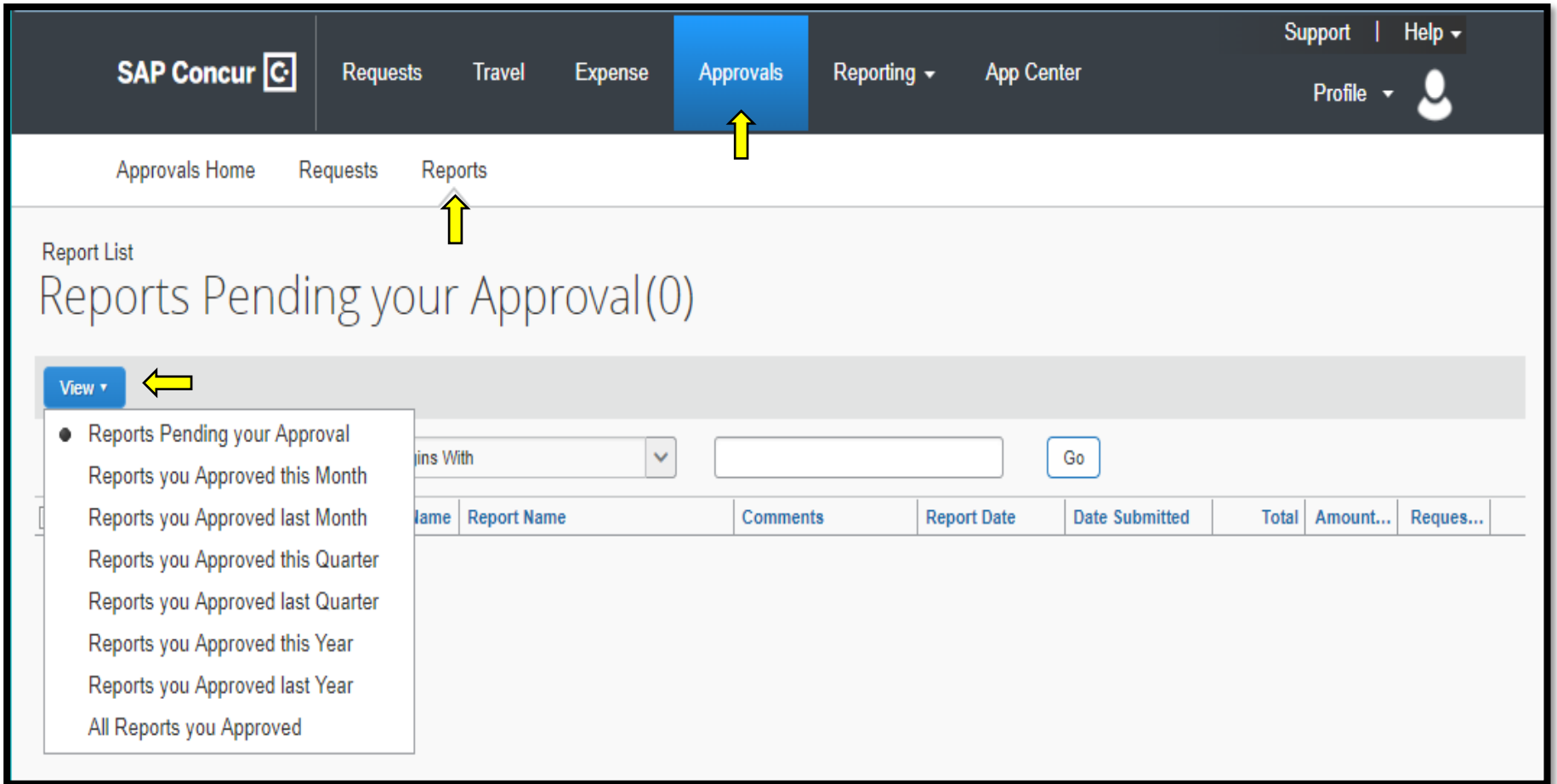
By clicking 'Accept' I certify that the expense report and its accompanying receipts have been reviewed and are in compliance with the University of North Texas System's policy.

Accept Decline

Approved Amount Personal Expense (d
Comment Request

The Approver is required to make a Final Confirmation.

Select Accept.



The Approver can review previously Approved Reports.

Select Approvals -> Reports -> View

Select the appropriate query to run based on Reports to be viewed.



Report List

Reports you Approved this Month

View

Report Name

Begins With

Go

<input type="checkbox"/>	Report Ty...	Emple...	Report Name	Comments	Status	Payment Status	Report Date	Date Submitted	Total	Requ...
<input type="checkbox"/>	Expense ...	Traveler, ...	TEST-CAW0003-10/17/18	Passed PreBudget check on 2018-10-22-10.25.08.000000	Approved & In ...	Not Paid	10/22/2018	10/22/2018	\$402....	\$402....
<input type="checkbox"/>	Expense ...	Traveler, ...	DA_TEST-CAW0003-09...	Passed PreBudget check on 2018-10-18-13.52.28.000000	Approved	Processing Payment	10/18/2018	10/18/2018	\$152....	\$152....
<input type="checkbox"/>	Expense ...	Traveler, ...	TEST-CAW0003-10/17/18	Passed PreBudget check on 2018-10-18-13.51.41.000000	Approved	Processing Payment	10/18/2018	10/18/2018	\$220....	\$220....

The Approver can review the Report Status, Payment Status, or review previously Approved reports.