



Otter Travel Desk
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Travel Expense –
Approval Process
Guide

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January 02, 2025

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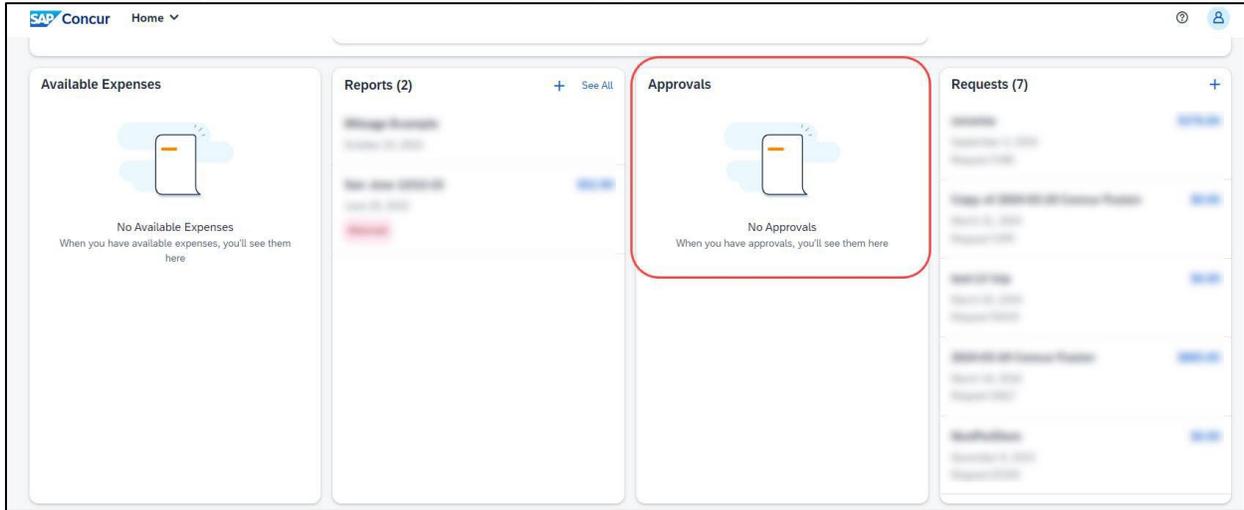
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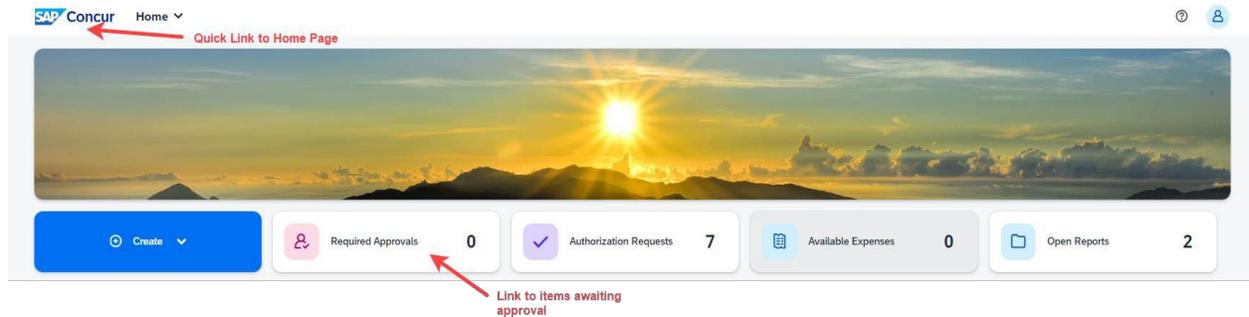
Reviewing an Expense Report

1. On the home page, scroll down to view all pending approvals in the **“Approvals”** box.

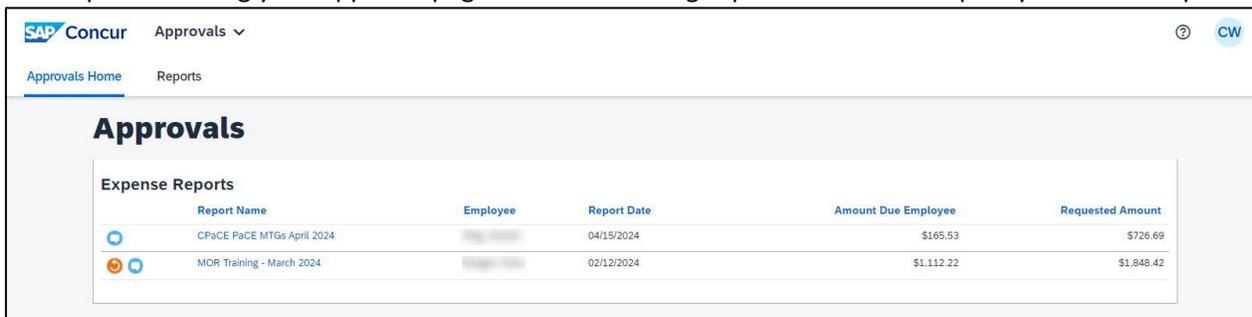


OR

- On the home page, in the Quick Task Bar, select the **“Required Approvals”** option.



2. The Reports Pending your Approval page lists the awaiting reports. Select the report you want to open.



3. Review the report details:
 - a. Review dates and locations of expenses compared to the original request.
 - b. Take note of any personal days on the request and whether expenses were claimed on those dates.

c. Compare the total amount being claimed for reimbursement with what was requested.

The screenshot shows the SAP Concur interface for an expense report. At the top right, there are three buttons: "Send Back to User", "Approve", and "Approve & Forward". Below the navigation bar, there are tabs for "Summary", "Details", "Receipts", and "Print". The main area displays a table of expenses with columns for Transaction Date, Expense Type, Enter Vendor, Additional Info., City of Purchase, Payment Type, Amount, and Adjusted Claim. The total amount is \$726.69, and the total approved amount is \$726.69. On the right side, there is a "Report Summary" section with a table showing "Amount Due Company" as \$0.00 and "Amount Due Employee" as \$165.53. Below that, there is a "Requests (1)" table with columns for Request Name, Request ID, Amount Approved, and Amount Remaining. The request "CPaCE PaCE MTGs April ..." has a request ID of FCNQ, an amount approved of \$745.83, and an amount remaining of \$102.49.

Transaction D...	Expense Type	Enter Vendor ...	Additional Inf...	City of Purcha...	Payment Type	Amount	Adjusted Clai...
04/12/2024	Hotel/Lodging Tax	Fairfield Inns		San Marcos, C...	University Paid	\$354.82	
04/12/2024	Car Rental	Enterprise Rent...		San Marcos, C...	University Paid	\$206.34	\$206.34
04/12/2024	Car Rental Fuel	G&M		Long Beach, C...	Out of Pocket	\$50.53	\$50.53
04/12/2024	Meals & Incidentals - Location B...			San Marcos, C...	Out of Pocket	\$20.50	\$20.50
04/11/2024	Meals & Incidentals - Location B...			San Marcos, C...	Out of Pocket	\$39.00	\$39.00
04/10/2024	Meals & Incidentals - Location B...			San Marcos, C...	Out of Pocket	\$55.50	\$55.50

Request Name	Request ID	Amount Approved	Amount Remaining
CPaCE PaCE MTGs April ...	FCNQ	\$745.83	\$102.49

d. Review all expenses for reasonableness and completeness.

Approving an Expense Report

After review, if you are satisfied with the Expense Report, select **“Approve”** in the top right corner of the screen.

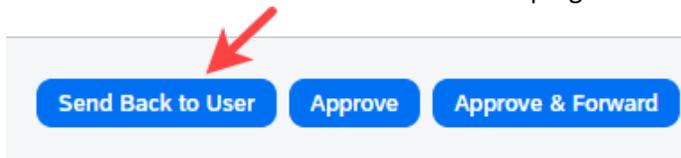
The expense report is typically reviewed by the persons manager and the cost object approver (delegated authority for the chartfield), however, it is a shared responsibility to ensure we are following guidelines.

Sending Back an Expense Report

During your review, you may choose to return the entire expense report to the employee for correction.

To return a report:

1. Select **“Send Back to User”** located on the top right corner.



2. The Send Back Report window appears.

Send Back Report X

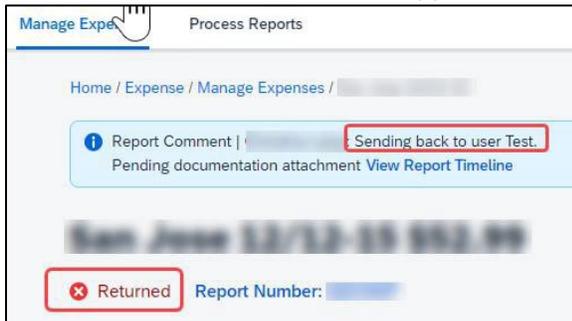
Comment History		
Date	Entered By	Comment Text
04/24/2024	System, Concur	Passed Validation

Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

OK
Cancel

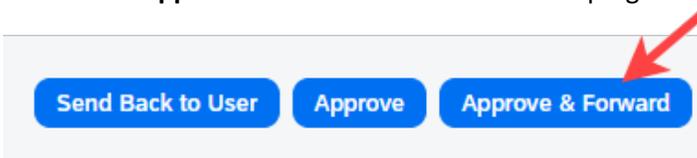
3. Enter a Comment for the employee explaining why you are returning the report.
4. Select **“OK”**.
5. The user will receive an auto notification via email that their report has been sent back with the comment. In addition, a note will appear at the top of the report.



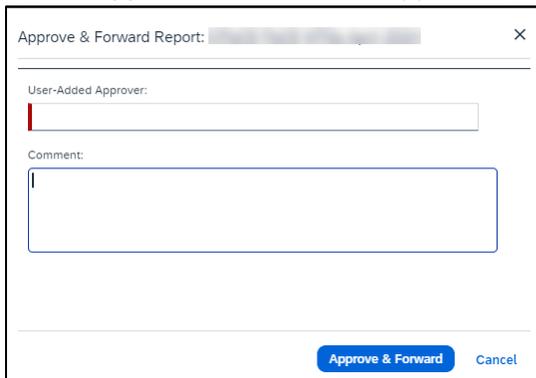
Adding an Additional Reviewer/Approver Step (for HR approvers only)

You will have the ability to send the report to another approver. To approve and forward a report (as a Reports to Approver):

1. Select the **“Approve & Forward”** button in the top right of the screen.



2. Enter the **User-Added Approver**, and add a comment, as needed.
3. Select **“Approve & Forward”** to approve the Expense Report and send to the next approver.



Adding An Additional Approver (for both HR Approver and Budget Approver/Cost Object Approver[COA]):

1. Select “Details”, then “Approval Flow”

SAP Concur Approvals ▾

Approvals Home Reports

Approval Flow for Report: [Redacted] ×

"Reports To" Approval1:
[Redacted]
(10/23/2024 Approved)

→ User-Added Approver:
[Redacted]

Budget Approval:
[Redacted]
(this step may be skipped)

Approval for Processing:
[Redacted]

Approve Send Back

Save Workflow Cancel

Add a step before

Add a step after

2. Select the addition sign next to your approval field that states “Add a step after this step” or “Add a step before this step”.
3. Enter the User-Added Approver. Do not add an additional approver after the Approval for Processing Step. The Processing step should be the last step in the workflow.
4. Select “Approve”.

