Review and Approve Expense Report in Concur Quick Reference Guide

**Last Updated:** 03/12/2020

Fiscal approvers review expense reports for completeness, availability and appropriate use of funding source, and allowable expense types for travel purposes. Fiscal approvers coordinate SPS reviews, when applicable.

**Jump Links:** Log in to Concur, Compare Expense Report to Travel Request, Review Travel Allowance, Organize and View Expense Types, Review for Comments, View Receipt Images, Review Allocations – Allocation Report or Expense Detail Allocation, Approve – Send Back – Forward, Reviewing an Expense Report Sent Back to Fiscal Approver, Reviewing Approved Expense Reports, Reviewing Reports, if Reports Tab is Available, Example Checklist for Approving Expense Reports

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**Log in to Concur**

Go to the OneCampus page.

Choose Travel System (Concur) to log in to Concur.

Enter Career Account ID and Boiler Key.

Click Login.

When approving on behalf of another fiscal approver, click Profile.

Select name from drop-down, or type name to access traveler.

Click Apply.
Select **Required Approvals** from **Quick Task Bar** across the top or go to **My Tasks** to view items requiring approval.

Click **Expense Reports** to view all expense reports requiring fiscal approval.

Click **Report Name** to open expense report for review.

**Compare Expense Report to Travel Request**

Request is located under **Request Summary**. If request is not listed, confirm travel is within blanket travel guidelines. All expense reports including a common carrier (air or train) must have a travel request.

Click the Arrow to view estimated expense types and totals from original travel request.
Click the **Travel Request Name** to view original request, when applicable.

Select **Report Header** from the **Details** button to view **Expense Report Header** information.

Note **Travel Start and End Dates**, to compare fixed meal expenses, if applicable.

If **Travel Start and End Dates** are different than originally requested, add note in **Comment** box with explanation, if one is not already provided.

Note **Personal Travel** dates. This will be important when viewing expense types that may require some adjustments, such as; fixed meals, car rental, hotel charges, etc.
Click here to view important policies concerning Personal Time with Business. Review Cost comparison requirements here.

Click Save when adding a Comment or click Cancel.

To view disbursment or Report Totals, click Totals from the Details button.

Any Amount Owed Company will be processed in the next payroll period and be listed as a line item on their payroll check.

The Total Owed By Employee will be processed through Travel/Accounts Payable. Employee will be notified when check is deposited into the account listed as their “direct deposit.”

Review Travel Allowance

Select Expenses & Adjustments from the Details button.
Travel Allowance built during the expense report process creates the Expenses & Adjustments tab.

- ✓ Compare any personal dates of travel, and verify they are Excluded.
- ✓ If travel details, such as conference information, is provided as an attachment, validate the provided meals are check marked.

![Expense & Adjustments Table]

Click Done.

Review [Subsistence Policies for further information](https://example.com/subsistence-policy). Note that the 75% on first and last date of travel is automatically calculated. Traveler must be in travel status for 12 or more hours, in order to receive per diem.

If traveler is not claiming full per diem rates, and is using a different fixed rate, their fixed meal or subsistence could be viewed as expense type “Fixed Meal Expense.” This would indicate that that traveler is receiving less than the Conus rates originated through Concur. A comment must be stated, explaining the lower fixed amount per day.

![New Expense Form]

Organize and View Expense Types

Click View located towards the right side of Expenses, to organize by list, detail, expense type and/or date.

![View Expense Types]

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Organize in **Ascending** or **Descending** order by clicking the name of the column. Arrow will indicate order.

Review icons associated with **Expense Type** for further information.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td>Imported from JP Morgan Chase Visa card</td>
</tr>
</tbody>
</table>
| ![Icon](image2.png) | Personal Expense (not reimbursable; no receipt required)  
Example: Meals purchased on Visa Travel card are marked personal because meal expenses or “subsistence” are listed as Fixed Meals. |
| ![Icon](image3.png) | Expense item is allocated |
| ![Icon](image4.png) | Receipt is attached |
| ![Icon](image5.png) | E-receipt is attached |
| ![Icon](image6.png) | Comment is included |
| ![Icon](image7.png) | Warning or exception message associated with expense type  
Example: An automatic warning message appears when a JP Morgan Chase Visa charge transaction date is greater than 60 days. |
| ![Icon](image8.png) | Imported from Trip Itinerary (booked through Concur) |

Icons are viewable next to the **Expense Type**. (Drag bar over to see all icons)

Hover over the icon for more information (to see the receipt, comment, visa charge or allocation.)

Click the **Expense (type)** to open the **Expense (details)** on the right side.
Review and Approve Expense Report in Concur

Slide the bar between Expense (list) and Expense (detail) to view all the details.

Review for Comments

Review and/or add required comments for Expense Types; Click Expense type name to open Expense tab.

The following hotel expenses require comments:
- Phone charges
- Internet charges


View Receipt Images

The following expense types require a receipt or other document:
- Airfare – Requires full Itinerary, showing name, departure/return dates/times, class of seat and total cost.
- Car Rental $75.00 or greater – Must be itemized.
- Hotel – Must have itemized receipt. Should be itemized in Concur. Itemized expenses have a ► next to them.
- Expenses $75.00 or greater – Must have receipt or missing affidavit.

Fiscal approvers can attach receipts, if receipts are missing.

Select View Receipts in new window from Receipt dropdown:

This will provide all receipts attached to the expense report. Scroll through the receipts, in order to see them all.

Hover over receipt icon or to view receipt at Expense Type.

Receipts attached by selecting Attach Receipt Images from the Receipt button do not have an icon associated at the line item.
Review Expense Payment Type:
✓ Expenses charged to the Travel Visa Card have **Payment Type** *JP Morgan Chase*.
✓ Expenses paid by the employee have **Payment Type** *Cash*.
✓ Expenses paid by a departmental card should have **Payment Type** *Company Paid*.

Is there something labeled as *Cash* or *Departmental Card* that looks like it could actually be a JP Morgan Chase charge (that hasn’t been imported into this report?)

**Review Allocations – Allocation Report or Expense Detail Allocation**

Select **Purdue Allocation Report** to view Allocations from the Print button.

Checkmark **Show Itemizations**, if applicable. (Located in upper left-hand corner.)

Report displays expense line item and allocation.
To view account assignment totals, click Allocate button within an Expense Type, when viewing details.

The account or accounts the expenses are allocated to, appear on the right hand side.

Helpful hint: If the allocation icon does not appear in the expense report, check mark the box next to the account assignments, and click Save, and then OK, and Done.
To view account assignments by amounts, click **Save** and then **OK**.

Select **Summary** from **View** button dropdown.

**Allocation Summary** lists account assignment and amount allocated.

Fiscal approvers cannot add additional account assignments, or delete the current one.

### Approve, Send Back, Forward

Click **Approve**, if expense report is correct, and ready to be processed.

Click **Approve & Forward**, for a different fiscal approver to review and approve.

Type last name, first name in **Search** box.

Click appropriate name.

Add comment, if applicable.

Click **Approve & Forward**.
Reviewing a Travel Report

A travel auditor may send a travel report back to the fiscal approver because it is missing required receipts, comments, corrected subsistence or they are questioning an expense type.

Select Expense Report from Expense Reports under Approvals. View comments from travel auditor.

Expenses

- Expense Report was returned to employee and/or fiscal approver.
- Comment contains information or instruction on what is missing or in question.
Select **Comments** from Detail button to view Comment History.

Review **Comments** for directions on what needs to be added, when report is sent back from Travel office.

Make required changes, if applicable. (Example - comments and attachments can be added by fiscal approver.)

If expense report must be edited by traveler and/or delegate, Add comment stating (in detail) what is needed.

Click **Save**.

Click **Send Back to Employee** or **Approve**, if applicable.

Review **Audit Trail**, to view actions taken since the last time the report was viewed, if applicable.

Select **Audit Trail** from Details button, when report is returned from traveler to Approve (again.)

Click **Approve**, for final processing.
**Reviewing Approved Expense Reports**

Select **Approve Reports** from Expense tab.

Select **Reports** time period.

Click on report to view.

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**Reviewing Reports, if Reports Tab is Available**

- Reporting tab is available to those assigned a Cognos Licences.
- Reports are viewable through the Purdue University folder.
- Reports may provide helpful information, when auditing travel visa card charges, cash advance or travel request/expense report.

Select **Standard Reports**

The following QRCs provide guidance for Concur reporting:
Review Visa Travel card Charges
Expense Reports Reporting
Travel Request Report
Example Checklist for Approving Expense Reports

Do expense report start and end dates match travel request start and end dates. If dates have changed, add comment in Expense Report Header comment box.

If travel is greater than 22 days, has the RLA been processed through SuccessFactors?

Are there fixed meals for each day of travel? Review Expenses and Adjustments from Details tab.

If meals were provided at the conference, are they properly check marked/excluded under Expenses and Adjustments?

If traveler claims hospitality for a meal, is the appropriate meal checked as provided, under Expenses and Adjustments?

If vacation days are listed as part of travel (Expense Report header) are the dates check marked as "excluded" under Expenses and Adjustments?

Is there transportation to and from airport; to and from hotel; to and from business location?

When transportation is not included as an expense type (because they rode with someone else to/from airport/hotel/conference), is there a comment explaining that?

Is an itemized hotel receipt attached?

If phone or internet charges are itemized on the hotel bill, are there comments explaining the business purpose?

If lodging is not included as an expense type (because employee stayed with friends/family, etc.) is there a comment indicating lodging will not be included?

Does the air travel receipt clearly show class of seat purchased?

When a higher fare ticket is used, is there attached documentation or comments indicating purpose? Review Air Travel. https://www.purdue.edu/procurement/travel/regulations/airfare.php

When traveling international, was a US flag carrier used for air travel?

Are there receipts for anything $75.00 and over?

Is the car rental receipt itemized, when applicable?

The car rental receipt should not include added insurance for domestic travel. https://www.purdue.edu/procurement/travel/regulations/rental-car.php

Is the registration receipt attached (if it is $75.00 or over)?

Is there a receipt and a comment concerning business purpose for Membership Dues (when required for conferences)?

Drive vs. Fly - when driving exceeds 800 miles round trip and flying could have been a lesser expensive option - View Drive vs Fly information https://www.purdue.edu/procurement/travel/regulations/drive-fly.php