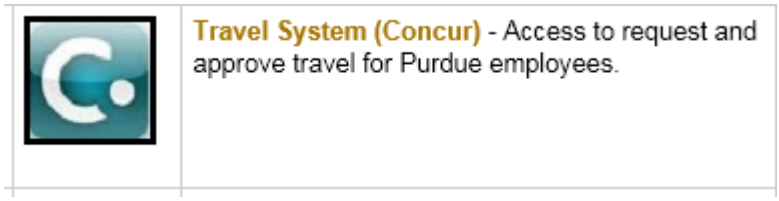
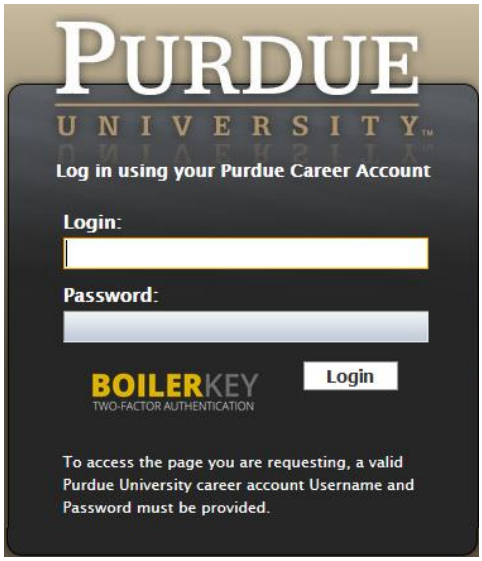
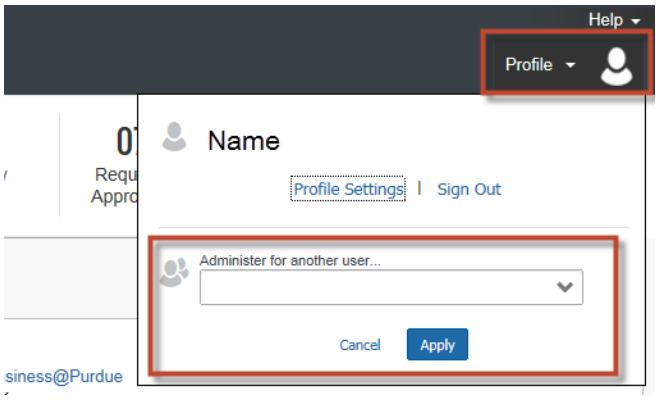
Review and Approve Expense Report in Concur Quick Reference Guide

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

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**.	**https://one.purdue.edu/**  
When approving on behalf of another fiscal approver, click **Profile**. Select name from drop-down, or type name to access traveler. Click **Apply**.	

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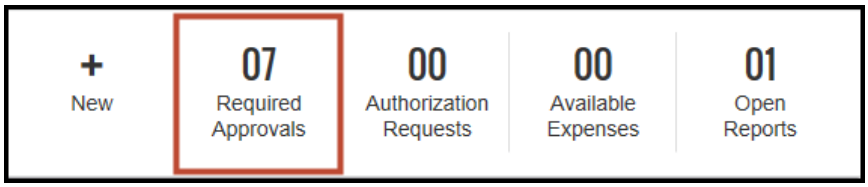
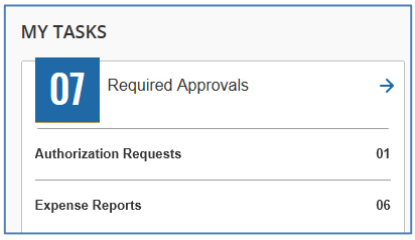
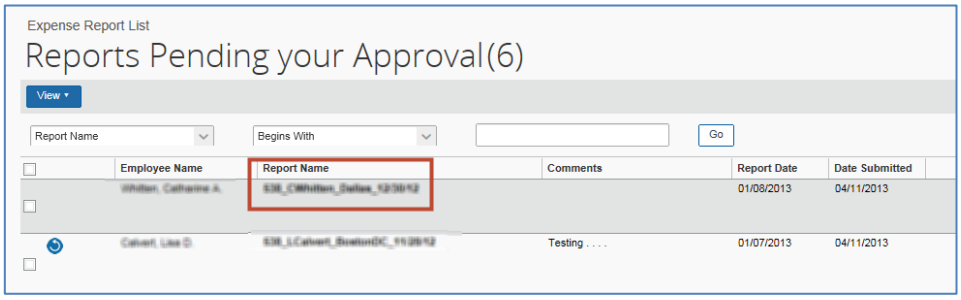
Select **Required Approvals** from **Quick Task Bar** across the top or go to **My Tasks** to view items requiring approval.



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

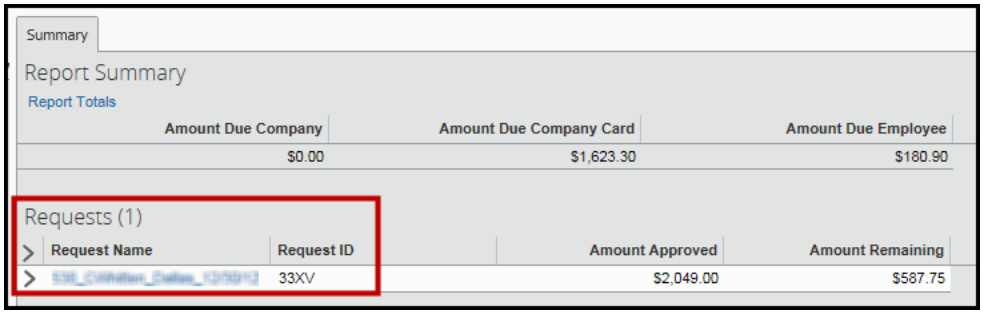


Click **Report Name** to open expense report for review.

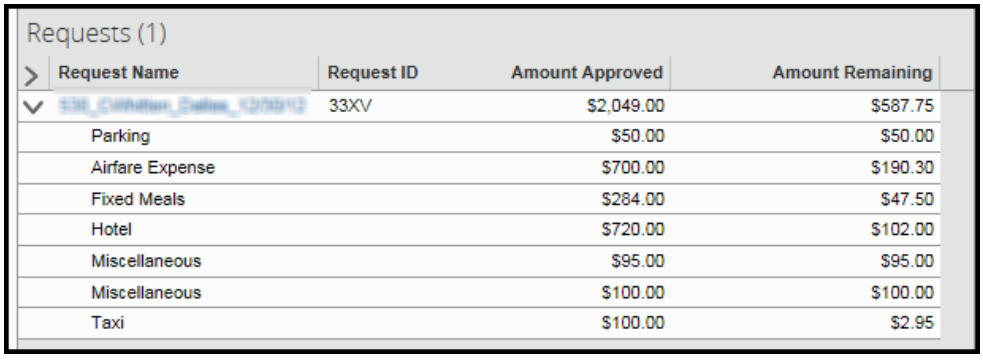


Compare Expense Report to Travel Request

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.



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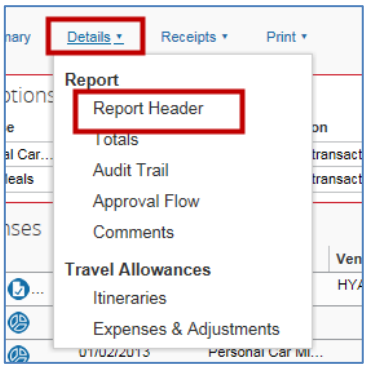
Click the **Travel Request Name** to view original request, when applicable.

Start Date : **12/30/2012**
End Date : **01/02/2013**
Request Policy : **Purdue Travel Request Policy**
*Custom 06-Traveler Type : **Employee (EMP)**
*Custom 07-Travel Type : **Out of State (Out of State)**
*Custom 02-Purpose of Travel : **Development/Cultivation (Development/Cultivation)**
*Custom 14-Trip Paid for by Purdue : **Yes**
*Custom 03-Preapproval Required : **None (None)**
*Custom 04-Flight Upgrade : **No (No)**
*Custom 17-Vehicle Usage Qualification and Type : **Personal Vehicle (Personal Vehicle)**
*Custom 19-Account Assignment : **Adv Endwmnt Residual|Univ Development Off|Events Office (22010041/4004008000/5200001632)**

Expenses

Transaction Date	Expense Type	Entry Description	Transaction Amount	Amount	*Custom 01-Number of Days	*Custom 02-Subsistence Amount
12/30/2012	Airfare Expense		$700.00	$700.00		
12/30/2012	Hotel		$720.00	$720.00		
12/30/2012	Fixed Meals		$284.00	$284.00	4	$71.00
12/30/2012	Taxi		$100.00	$100.00		
12/30/2012	Miscellaneous	personal car mileage	$100.00	$100.00		
12/30/2012	Parking	airport parking	$50.00	$50.00		
12/30/2012	Miscellaneous	Heart of Dallas Bowl Game tailgate and transfer package	$95.00	$95.00		

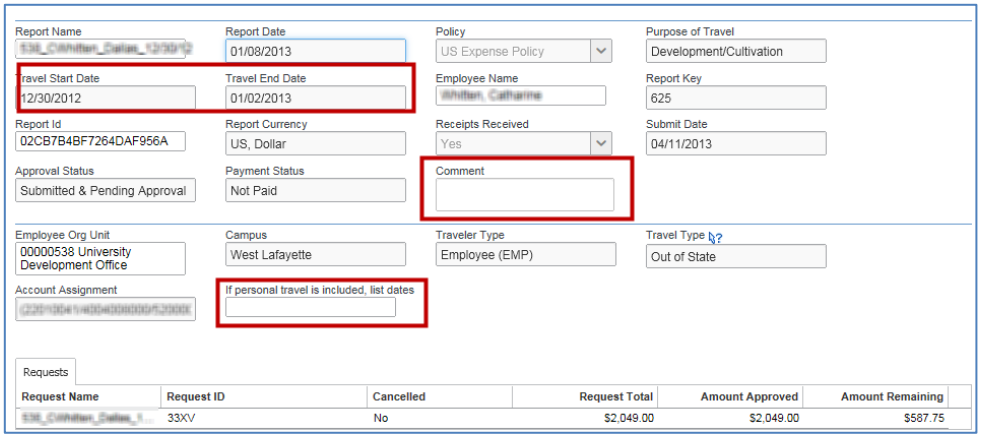
Select **Report Header** from the **Details** button to view **Expense Report Header** informaton.



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.



Report Name: [redacted]
Report Date: 01/08/2013
Policy: US Expense Policy
Purpose of Travel: Development/Cultivation
Travel Start Date: 12/30/2012
Travel End Date: 01/02/2013
Employee Name: [redacted]
Report Key: 625
Report Id: 02CB7B4BF7264DAF956A
Report Currency: US, Dollar
Receipts Received: Yes
Submit Date: 04/11/2013
Approval Status: Submitted & Pending Approval
Payment Status: Not Paid
Comment:
Employee Org Unit: 00000538 University Development Office
Campus: West Lafayette
Traveler Type: Employee (EMP)
Travel Type: Out of State
Account Assignment: [redacted]
If personal travel is included, list dates:

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
[redacted]	33XV	No	$2,049.00	$2,049.00	$587.75

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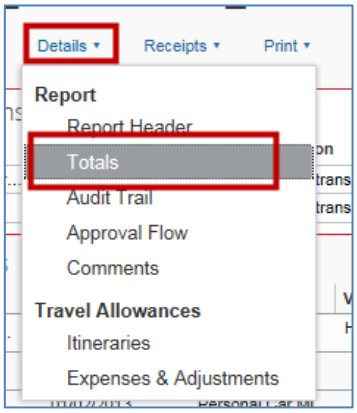
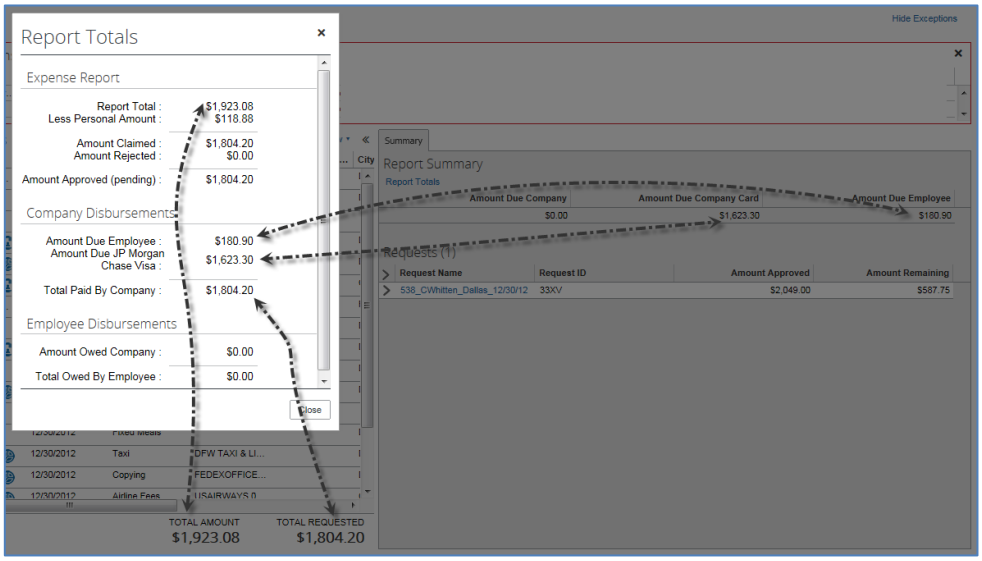
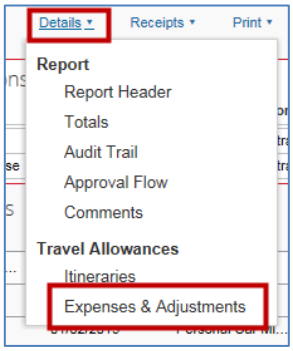
Click here to view important policies concerning Personal Time with Business. Review Cost comparison requirements here. Click **Save** when adding **a Comment** or click **Cancel**.	
To view disbursment **or Report Totals,** click **Totals** from the **Details** button.	
Any **Amount Owed Company** will 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.	

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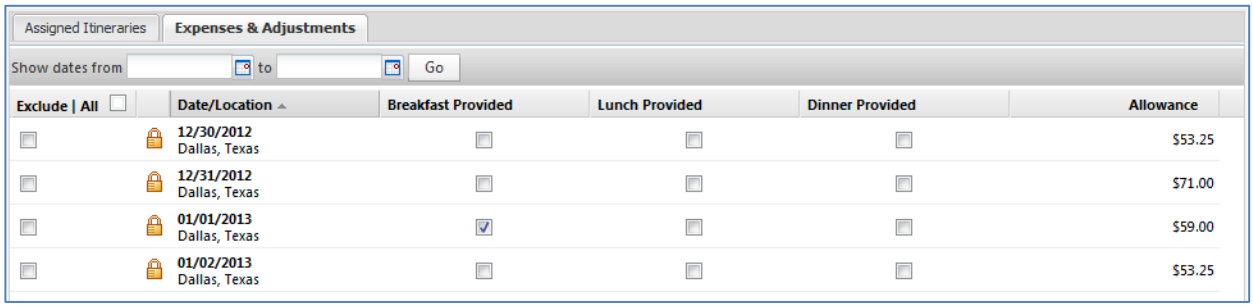
Travel Allowance built during the expense report process creates the **Expenses & Adjustments** tab.

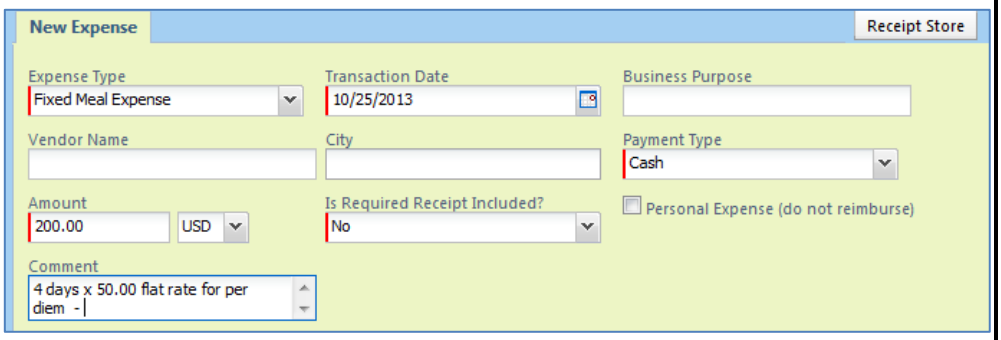
- ✓ Compare any personal dates of travel, and verify they are **Excluded**.
- ✓ If travel details, such as conference information, is provided as an attachment, validate the **provided** meals are check marked.



Click **Done.**

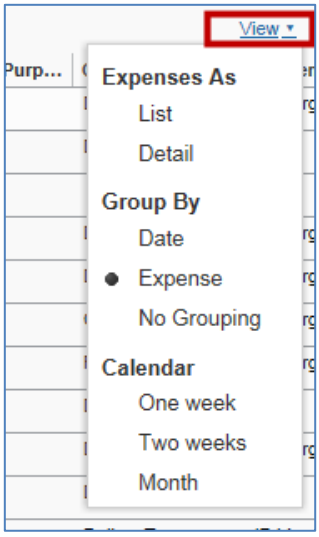
Review Subsistence Policies for further information. Note that the 75% on first and last date of travel is automatically calculated. Traveler must be in travel status for 12 or more hours, in order to receive per diem.

If traveler is not claiming full per deim 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.



Organize and View Expense Types

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



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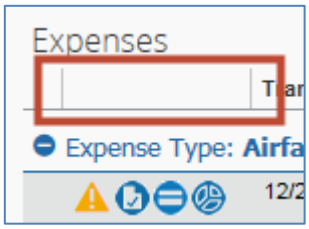
Organize in **Ascending** or **Descending** order by clicking the name of the column. Arrow will indicate order.

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

	Imported from JP Morgan Chase Visa card
	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**.
	Expense item is allocated
	Receipt is attached
	E-receipt is attached
	Comment is included
	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.
	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.

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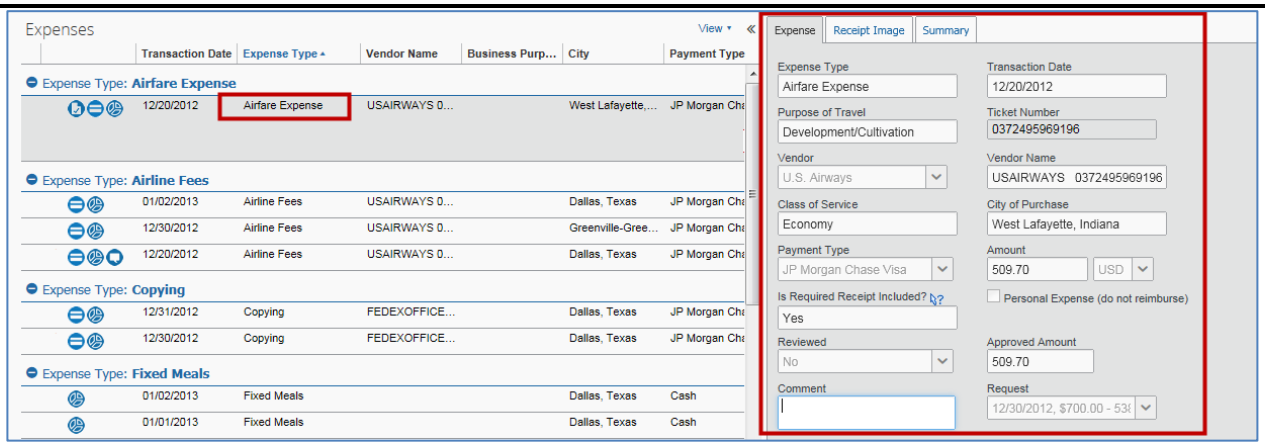


Slide the bar between **Expense (list)** and **Expense (detail)** to view all the details.

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

Review Travel Reimbursement Quick Reference Guide and other Allowable Expenses for further information.

View Receipt Images

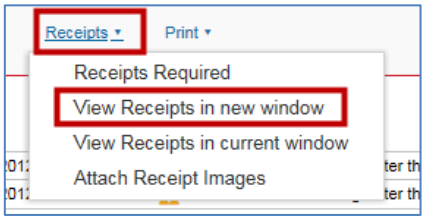
The following expense types require a receipt or other document:

- 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.

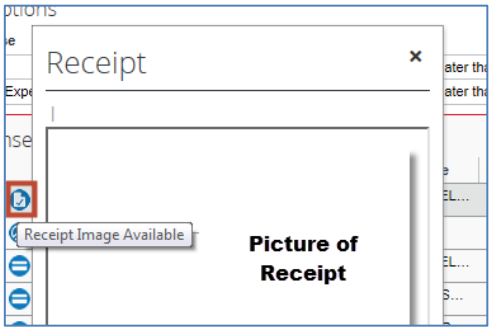
Select **View Receipts in new window** from **Receipt** drop-down:

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.



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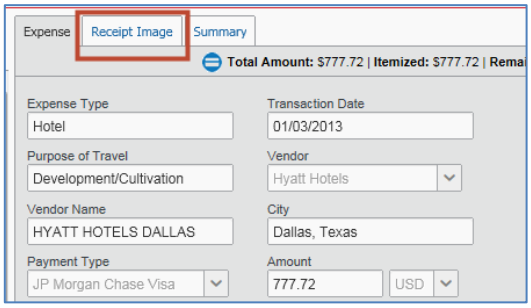
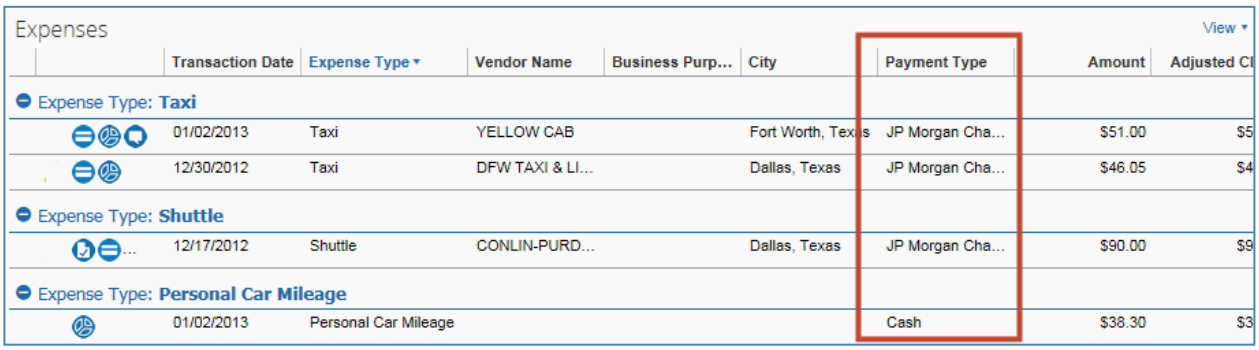
Receipt Images are also available in the **Receipt Image** tab on the **Expense.**



Review Expense Payment Type:

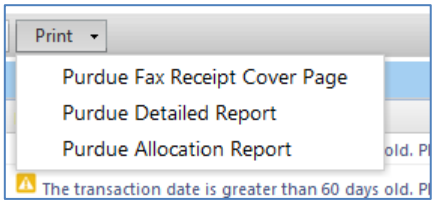
- ✓ Expenses charged to the Travel Visa Card have **Payment Type** *JP Morgan Chase*.
- ✓ Expenses paid by the employee have **Payment Type** *Cash.*
- ✓ Expenses paid by a departmental card should have **Payment Type** Company Paid.



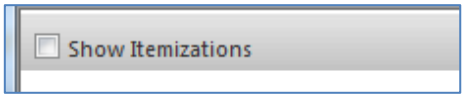
Is there something labeled as *Cash* or *Departmental Card* that looks like it could actually be a JP Morgan Chase charge (that hasn't been imported into this report?)

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.

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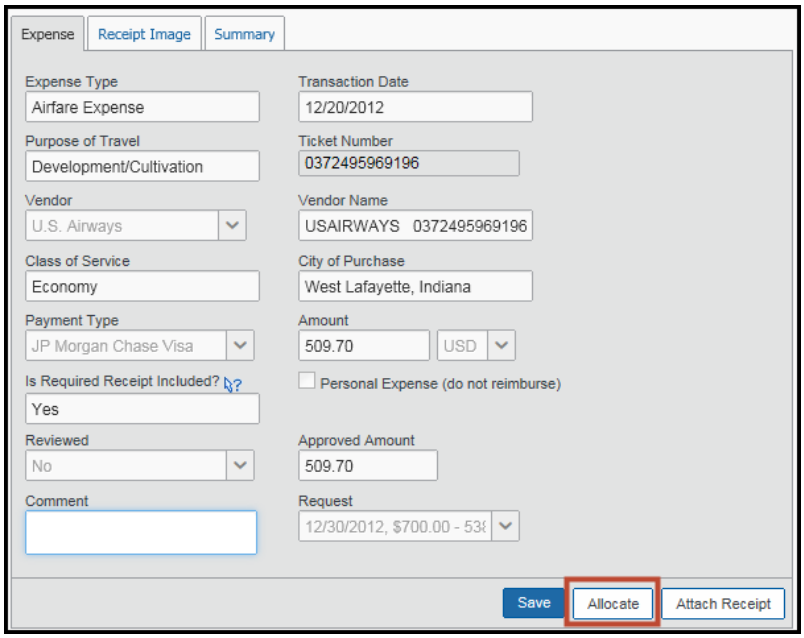
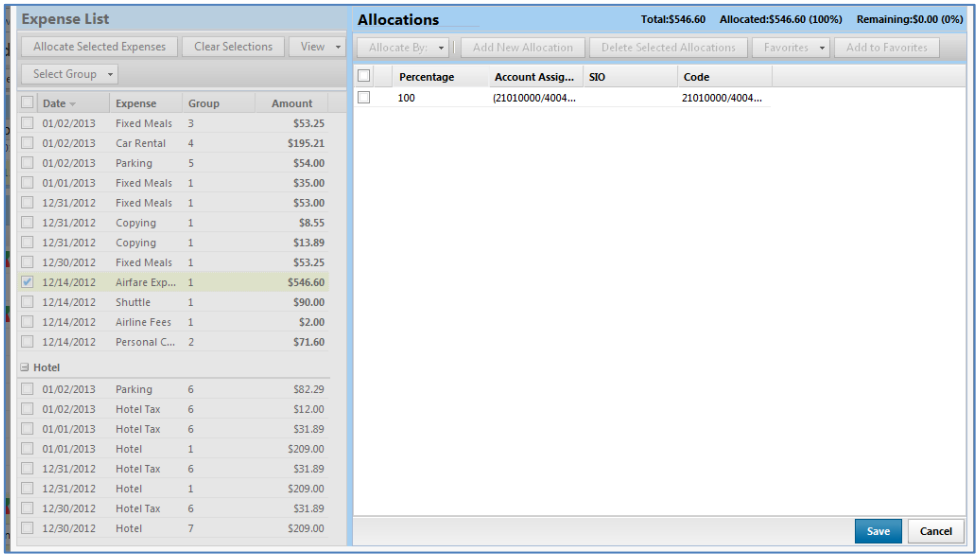
To view account assignment totals, click **Allocate** button within an **Expense Type**, when viewing details.



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**.



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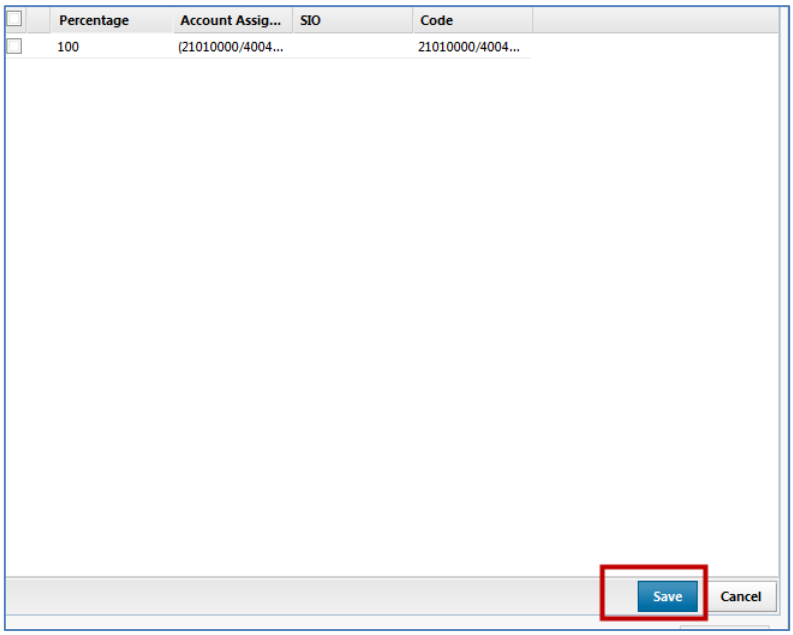
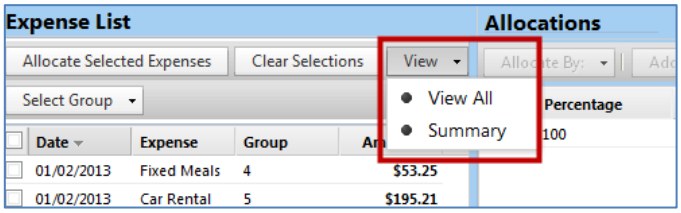
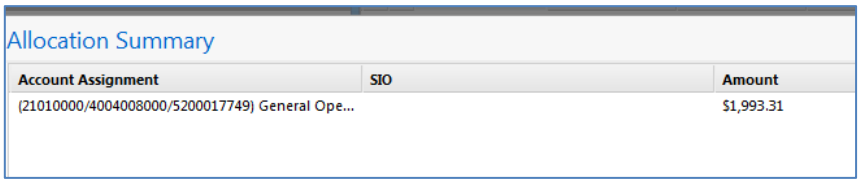
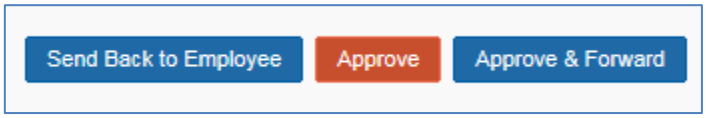
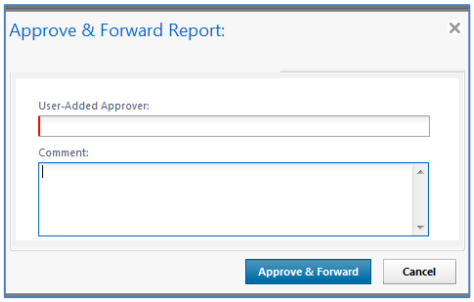
To view account assignments by amounts, click **Save** and then **OK.**	
Select **Summary** from **View** button dropdown. **Allocation Summary** lists account assignment and amount allocated.	
Fiscal Approvers cannot add additional account assignments, or delete the current one.	
Approve, Send Back, 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.**	

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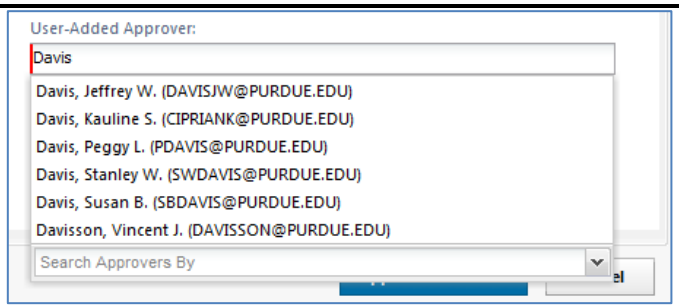
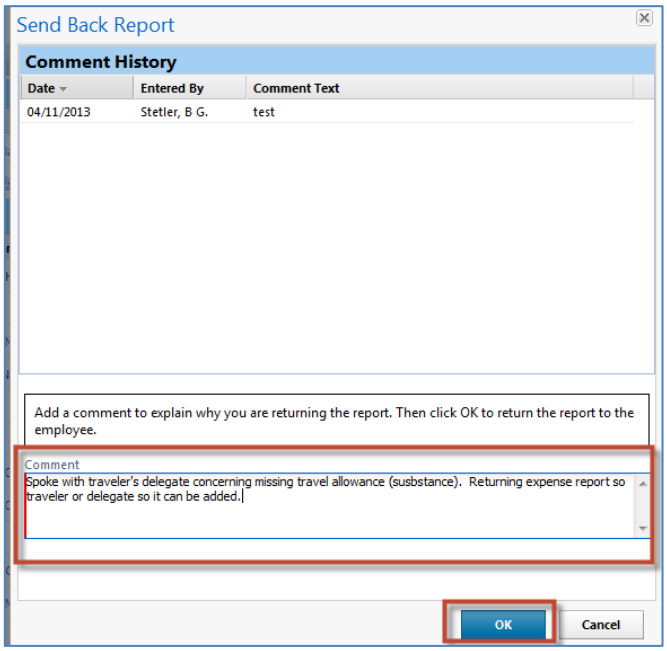


Click **Send Back to Employee**, if changes or edits are required.

Before sending back, review the entire expense report and list all edits that are required.

A delegate cannot edit an expense report, until it is sent back to employee.



Reviewing an Expense Report Sent Back to Fiscal Approver

A travel auditor may send an expense 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 travel auditor.

= Expense Report was returned to employee and/or fiscal approver.

= Comment contains information or instruction on what is missing or in question

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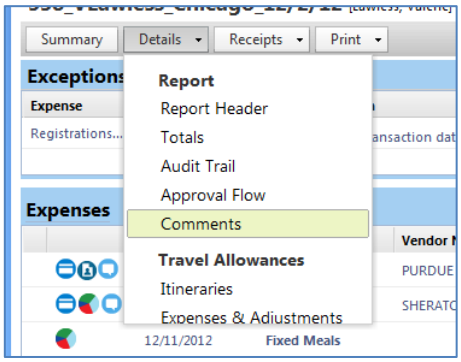
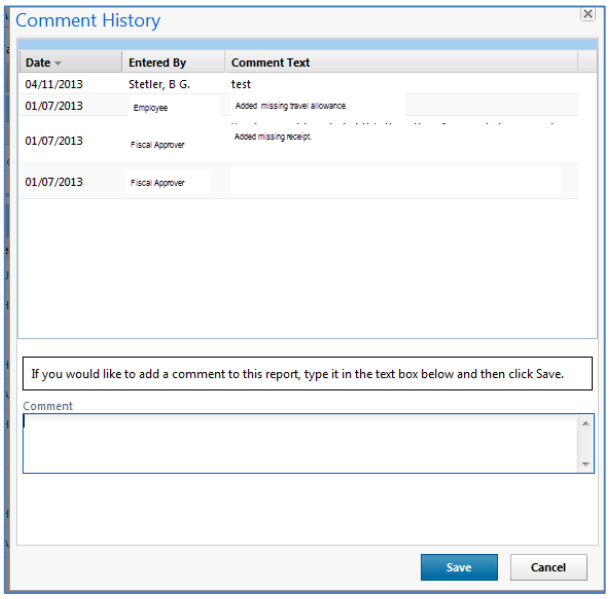
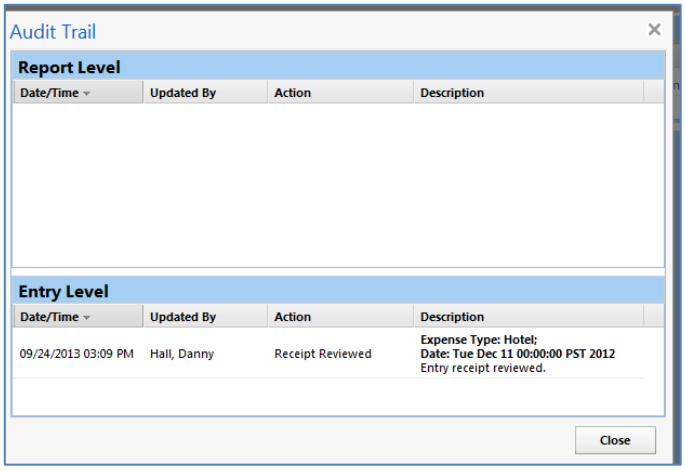
Select **Comments** from **Detail** button to view **Comment History**.	
Review **Comments** for directions on what needs to be added, when report is sent back from Travel office. Make required changes, if applicable. (Example - comments and attachments can be added by fiscal approver.) If expense report 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.	

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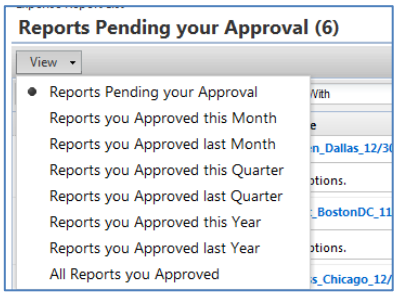
Reviewing Approved Expense Reports

Select **Approve Reports** from Expense tab.

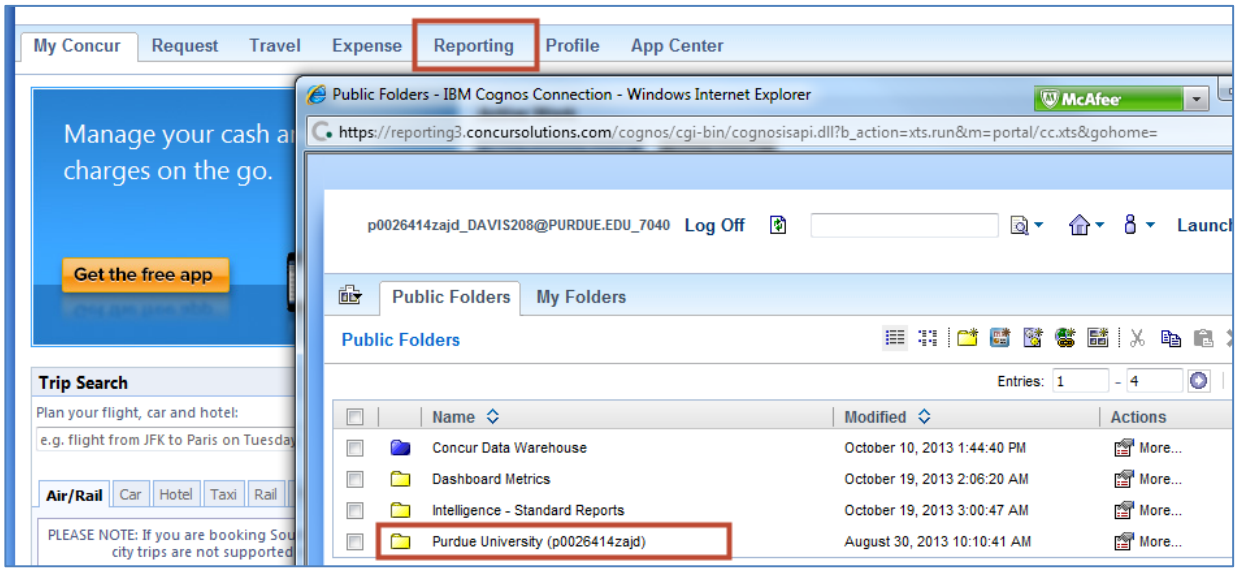
Select **Reports** time period.

Click on report to view.

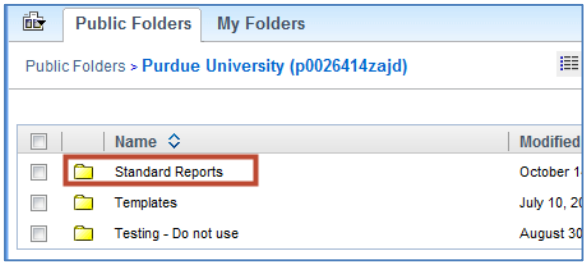


Reviewing Reports, if Reports Tab is Available

- ✓ Reporting tab is avaiable to those assigned a Cognos Licences.
- ✓ Reports are viewable through the Purude 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:

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Review Visa Travel card Charges

Expense Reports Reporting

Travel Request Report

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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

_____ Is a Cost comparison attached for International travel when applicable? Review Cost Comparison Requirements – https://www.purdue.edu/procurement/travel/resources/cost-comparison.php

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