The following steps can be utilized in approving expense reports. Fiscal approvers will receive an e-mail notification when the traveler submits the report for approval.

### Log In To Concur

Go to the **Employee Portal** page.

Choose **Travel System (Concur)** to log in to Concur using Purdue Career Account and password.

Enter Career Account ID and password.

Click **Login**.

If you are approving on behalf of another fiscal approver, click **Yourself**.

From the drop-down list, select the individual on whose behalf you are approving.

<table>
<thead>
<tr>
<th>You are administering travel for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Me</td>
</tr>
<tr>
<td>Me: Another</td>
</tr>
<tr>
<td>Never, Sam P.</td>
</tr>
<tr>
<td>Never, Traveler D.</td>
</tr>
</tbody>
</table>
Quick Reference Card
Review and Approve Expense Report in Concur® Travel and Expense

Locate report in Approval Queue or click Expense, and select Approve Reports

<table>
<thead>
<tr>
<th>Approval Queue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requests (1)</td>
</tr>
<tr>
<td>Report Name</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Reports Pending your Approval (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
</tr>
<tr>
<td>Employee Name</td>
</tr>
<tr>
<td>Report Name</td>
</tr>
<tr>
<td>Begins With</td>
</tr>
</tbody>
</table>

Compare Expense Report to Travel Request

Click the Travel Request Name to compare original request with Expense Report, if applicable. If a Travel Request is not included, trip could be covered by Blanket Travel, or a Travel Request is attached as a scanned and uploaded document.

The Travel Request contains original information from the travel request header and estimated expenses.
If the Expense report **Total Requested** is 20% or greater different from the Request **Amount Approved**, an explanation should be provided in the comment box, located on the report header.

Select **Report Header** from the **Details** button.

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

If **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 link to view important policies concerning **Personal Time with Business Travel**.

Note if you should see an attached **Cost Comparison**.

Click **Save**, if added a **Comment** or click **Cancel**.
To view disbursement from expense report, click **Report Totals** from **Summary** or use the **Details** button, and select **Totals**.

Review Travel Allowance (also known as Per Deim, Subsistence or Fixed Meals)

Select **Expenses & Adjustments** from the **Details** button.

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

- ✓ Compare any personal dates of travel, and verify they are **Excluded**.
- ✓ If information was provided, validate the **provided** meals are check marked.

Click **Done**.
Click here to view Subsistence Policies. Note that the 75% on first and last date of travel is automatically calculated in Concur. Traveler must be in travel status for 12 or more hours, in order to receive per diem.

If traveler is not claiming the full per deim rates, and is using a different fixed rate, their fixed meal or subsistence can be viewed as expense type “Fixed Meal Expense.” This would indicate that that traveler is receiving less than the Conus rates originated through Concur, so they did not build a travel allowance when creating the expense report. It is important that this fixed meal rate is consistent. A comment must be stated, explaining the fixed amount per day.

Review Expense Types

Organize the Expense Types that best fits the travel.

Organize in Ascending or Descending order by clicking the name of the column.

Click View and organize according to drop-down options.

Review Expenses:

✓ Expenses charged to the Travel Visa Card have an icon indicating it is a charge and also 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.
The following expense types require a receipt or other document, according to the Central Travel website:

- Airfare - Link to receipt information: [http://www.purdue.edu/business/travel/Transportation/receipt.html#airfare](http://www.purdue.edu/business/travel/Transportation/receipt.html#airfare)
- Car Rental $75.00 or greater - Link to receipt information: [http://www.purdue.edu/business/travel/Transportation/receipt.html#carrental](http://www.purdue.edu/business/travel/Transportation/receipt.html#carrental)
- Hotel (Should be itemized in Concur. Itemized expenses have a ➤ next to them) Link to receipt information: [http://www.purdue.edu/business/travel/Transportation/receipt.html#lodging](http://www.purdue.edu/business/travel/Transportation/receipt.html#lodging)
- Expenses $75.00 or greater - Link to receipt information: [http://www.purdue.edu/business/travel/Transportation/receipt.html](http://www.purdue.edu/business/travel/Transportation/receipt.html)

The following transportation expense types require a comment:

- Taxis (to/from destinations)
- Shuttle (to/from destinations)
- Subway (to/from destinations)

Cost Comparisons for drive vs. fly can be added as an attachment with the air or car expense type, if applicable.

Cost Comparisons for personal time with business travel can be attached at appropriate expense type, if applicable.

For more information on the travel reimbursement approval process: [http://www.purdue.edu/business/travel/Approval_Reimbursement/index.html](http://www.purdue.edu/business/travel/Approval_Reimbursement/index.html)

**Viewing Receipt Images – Receipts button or Expense Type**
**Receipt button:**

Select **View Receipts in new window** from the **Receipts** button.

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

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**Receipts at the Expense Line Item:**

Place mouse over icon to view receipts attached at the line item.

- = e-receipt from vendor
- = receipt attached at the line item

Receipts attached by selecting **Attach Receipt Images** from the **Receipt** button do not have an icon associated at the line item.

**Fiscal approvers can attach receipts at the line item level or through the **Receipt** button.**

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Click **Receipt Image**, when viewing **Expense Type** detail. Receipt Image tab only appears when the expense type has the receipt attached at the line item.
Click the **Expense (type)** to open the **Expense (details)** on the right hand side. (Below example is of the Personal Care Mileage Expense Type.)

Slide the bar between **Expense (list)** and **Expense (detail)** to view all the details. Click **Mileage Calculator**, if applicable, to view mileage.

Add **Comment**, if needed.

Click **Attach Receipt**, if receipt is needed.

Expenses also have visual reference of details.

Place mouse over icon to view image, message or comment.

- = Travel visa card charge
- = E-receipt from vendor
- = Receipt attached at the line item
- = Personal expense (adjusted claimed amount will be 0)
- = Expense report was allocated
- = Warning or Exception message concerning expense
- = Comment concerning expense type
- = Imported from Trip Itinerary (expenses were booked in Concur.)

**Reviewing Allocations – Allocatation Report or Expense Detail Allocation (button)**

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 the account string it is allocated to.
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.**

Click **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**.
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.

**The delegate and/or traveler cannot edit the expense report when is submitted for approval or is an approval status.**

Select **Expense Report from Approval Queue or Expense tab– Approve Reports**

Select **Comments from Detail button** to view all comments.
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.

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

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

Review Expense Details and verify changes are made.

Click Approve, for final processing.

Reviewing Approved Expense Reports

Select Approve Reports from Expense tab.
Select **Report 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 Licence.
- 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.

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Select **Standard Reports**
Helpful Reports when auditing travel:

- **Cash Advance**: View cash advances assigned to employee
- **Credit Card**: View credit card transactions
- **Expense**: View expense reports by employee, org unit, etc.
- **Travel Request**: View travel requests by employee, org unit, etc.