



Concur 2.0 – Guide for Approvers

As a Concur approver, you are responsible for reviewing expense reports submitted on the cost object(s) for which you are the approver. When a report comes to you for approval, you will need to review the report header, expense list, itemizations and allocations, and make sure that the required receipts are attached. If a report passes your review, you may approve it. If a report requires changes, you may send it back to the submitter with a comment detailing the necessary changes. The following pages guide you through the approval process in Concur.

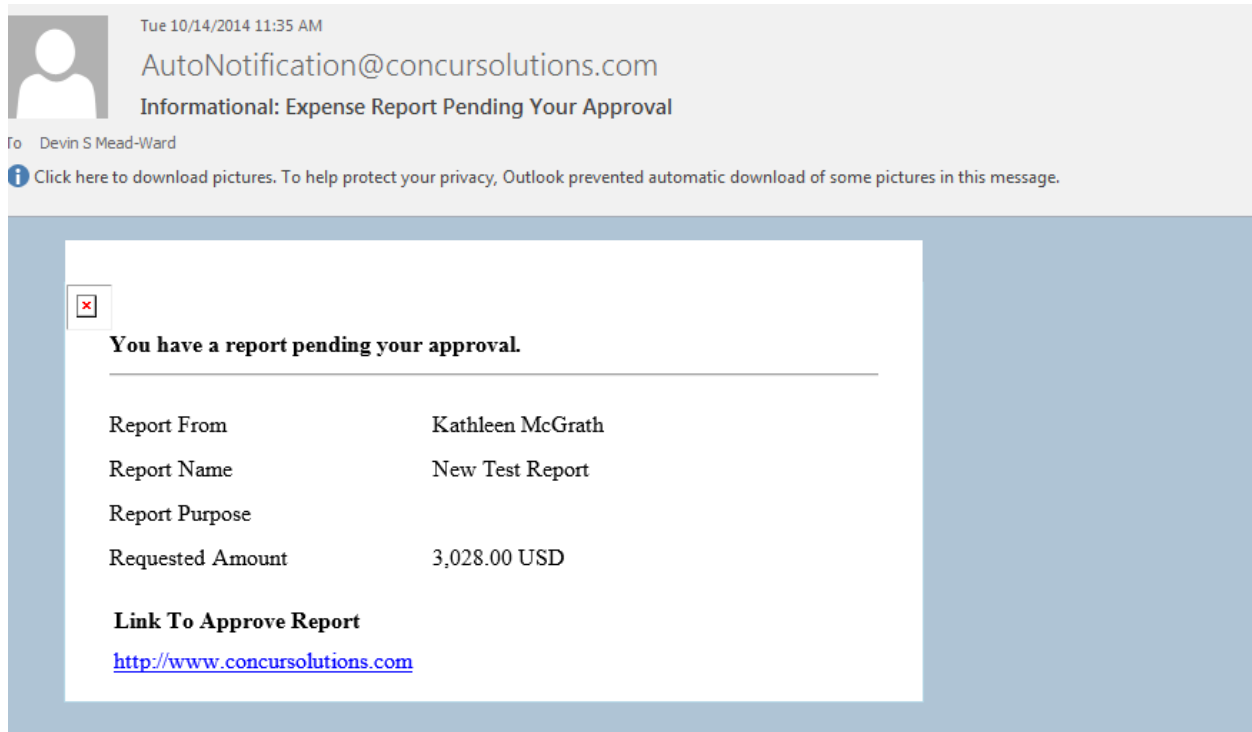
For assistance:

Travel Services, Office of the Vice President for Finance

travelsupport@mit.edu

617-253-8366

When a report is submitted using a cost object for which you are the approver, you will receive an email notification from Concur:



The screenshot shows an email notification with the following details:

- Sender:** AutoNotification@concurolutions.com
- Subject:** Informational: Expense Report Pending Your Approval
- To:** Devin S Mead-Ward
- Message:** Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

The main content of the email is as follows:

You have a report pending your approval.

Report From	Kathleen McGrath
Report Name	New Test Report
Report Purpose	
Requested Amount	3,028.00 USD

Link To Approve Report
<http://www.concurolutions.com>

When you receive such an email, enter Concur on your web browser to access and review the report. The following pages outline the basic steps to take when reviewing an expense report as cost object approver.

Within Concur, the pending report will show up under **Required Approvals**.

Home Expense Approvals App Center Administration Help

Take a Tour

Profile

01 Start a Report 01 Upload Receipts 01 Required Approvals 999+ Available Expenses 02 Open Reports

Important Notice

Before booking international travel, please review the MIT Travel Risk travel destination is not included on list of high risk destinations.

- MIT Travel Risk Policy - http://informit.mit.edu/epr/3.1travel_risk
- High risk travel forms - <http://vpf.mit.edu/travel/forms>

Read more

MY TASKS

01 Required Approvals →

Kathleen M. | New Test Report
\$3,028.00 - Expense

99+ Available Expenses →

09/22 MEHAK INDIAN CUISINE \$27.22
09/26 JETBLUE 2790613759142 \$80.00
09/29 STARBUCKS #18299 SOLO... \$4.00

02 Open Reports →

09/22 Denver Conference- APS \$388.73
08/23 Test- Devin \$1,546.72

To enter and review the report, click on the report name.

This will bring you into the body of the report. You will then need to review the report header, match the expense list with the receipts, check itemizations and allocations, and then either approve the report or send it back for changes.

Expense Center

CONCUR Expense Approvals App Center Administration Help

Profile

Approvals Home Reports

New Test Report [McGrath, Kathleen]

Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
N/A			Business or First Airfare can not be charged to a WBS Account.
Airfare	08/28/2014	\$542.20	The expense is greater than the estimated expense in the travel reservation.

Expenses

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount	Adjusted
08/29/2014	Hotel/Motel/B&B	RENAISSANCE...		Dallas, Texas	Bank of Americ...	\$1,124.40	
08/29/2014	Airfare	AGENT FEE 89...			Bank of Americ...	\$6.00	
08/29/2014	Hotel/Motel/B&B	MARRIOTT 337...		Cambridge, Ma...	Bank of Americ...	\$1,212.44	
08/28/2014	Airfare	USAIRWAYS 0...		Chicago, Illinois	Bank of Americ...	\$542.20	
08/14/2014	Car Service	hertz			Out of Pocket	\$100.00	
08/14/2014	Personal Car Mi...				Cash	\$22.96	
08/14/2014	Bus		confrence	Bosa, ITALY	Cash	\$5.00	
08/14/2014	Meals (Breakfa...			Bosa, ITALY	Cash	\$25.00	

TOTAL AMOUNT \$3,038.00 TOTAL REQUESTED \$3,028.00

Report Summary

Report Totals	Amount Du...	Amount Du...	Amount Du...
	\$0.00	\$2,885.04	\$142.96

For a clearer list, click the **View** button and then click **Expenses as List**.

Expense Center | Expense | Approvals | App Center | Administration | Help | Profile

Buttons: Send Back to Employee, Approve, Approve & Forward, Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
N/A			Business or First Airfare can not be charged to a WBS Account.
Airfare	08/28/2014	\$542.20	The expense is greater than the estimated expense in the travel reservation.

Expenses

Transaction Da...	Expense Type	Vendor Name	Business Purp...	City	Payment Ty
08/29/2014	Hotel/Motel/B&B	RENAISSANCE...		Dallas, Texas	Bank of Am
08/29/2014	Airfare	AGENT FEE 89...			Bank of Am
08/29/2014	Hotel/Motel/B&B	MARRIOTT 337...		Cambridge, Ma...	Bank of Am
08/28/2014	Airfare	USAIRWAYS 0...		Chicago, Illinois	Bank of Am
08/14/2014	Car Service	hertz			Out of Pock
08/14/2014	Personal Car Mi...				Cash
08/14/2014	Bus		conference	Bosa, ITALY	Cash
08/14/2014	Meals (Breakfa...			Bosa, ITALY	Cash

TOTAL AMOUNT: \$3,038.00

Expenses As: List, Detail, Group By (Date, Expense, No Grouping), Calendar (One week, Two weeks, Month)

Report Summary: Report Totals, Amount Du... \$0.00, Amount Du... \$2,885.04, Amount Du... \$142.96

Click the **Amount** column header to sort the expenses in descending order.

Expense Center | Expense | Approvals | App Center | Administration | Help | Profile

Buttons: Send Back to Employee, Approve, Approve & Forward, Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
N/A			Business or First Airfare can not be charged to a WBS Account.
Airfare	08/28/2014	\$542.20	The expense is greater than the estimated expense in the travel reservation.

Expenses

Date	Expense	Amount	Requested
08/29/2014	Hotel/Motel/B&B MARRIOTT 337H4 CAMBRIDGE, Cambridge, Massachusetts	\$1,212.44	\$1,212.44
08/29/2014	Hotel/Motel/B&B RENAISSANCE HOTELS 9671W, Dallas, Texas	\$1,124.40	\$1,124.40
08/28/2014	Airfare USAIRWAYS 0377426250475, Chicago, Illinois	\$542.20	\$542.20
08/14/2014	Car Service hertz	\$100.00	\$100.00
08/14/2014	Meals (Breakfast/Lunch/Dinner) Bosa, ITALY	\$25.00	\$15.00
08/14/2014	Personal Car Mileage	\$22.96	\$22.96

TOTAL AMOUNT: \$3,038.00 | TOTAL REQUESTED: \$3,028.00

Report Summary: Report Totals, Amount Du... \$0.00, Amount Du... \$2,885.04, Amount Du... \$142.96

Click **Details > Report Header** to review the Report Header.

Approvals Home Reports

New Test Report

 [McGrath, Kathleen]

Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print Hide Exceptions

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Expense	Amount	Exception
N/A		Business or First Airfare cannot be charged to a WBS Account.
Airfare	542.20	The expense is greater than the estimated expense in the travel reservation.

Date	Allocations	Amount	Requested
08/29/2014	Allocations	\$1,212.44	\$1,212.44
08/29/2014	Hotel/Motel/B&B RENAISSANCE HOTELS 9671V	\$1,124.40	\$1,124.40
08/28/2014	Airfare USAIRWAYS 0377426250475, C	\$542.20	\$542.20
08/14/2014	Car Service	\$100.00	\$100.00
	TOTAL AMOUNT	\$3,038.00	\$3,028.00

Report Summary

Amount Du...	Amount Du...	Amount Du...
\$0.00	\$2,885.04	\$142.96

Within the Report Header, check the Employee Name, Trip Purpose, Cost Object, Trip Start/End Date, Destination and Trip Classification fields. Make sure the report is under the correct employee's profile, the trip purpose is appropriate, the cost object is correct, the trip start/end dates match the departure, and return dates of the trip. Also, confirm that the Destination and Trip Classification fields match and review any comments in the Comment field for important details.

Report header for: New Test Report

Policy: MIT US Expense Policy

Report Date: 08/14/2014

Report Name: New Test Report

Report Key: 67967

Employee Name: McGrath, Kathleen

Trip Purpose: Conference

Report Id: 8F4AA5B9F3EE428BA2AF

Report Currency: US, Dollar

Receipts Received: Yes

Submit Date: 10/14/2014

Approval Status: Submitted & Pending Approval

Payment Status: Not Paid

Cost Object: (1000000) TTEST

Trip Start Date: 08/07/2014

Trip End Date: 08/29/2014

Destination: boston

Trip Classification: Domestic

Comment:

Home Department: 10003488:Travel

Save Cancel

TOTAL AMOUNT	TOTAL REQUESTED
\$3,038.00	\$3,028.00

To open the receipts, click
Receipts > View Receipts
in new window.

Administration App Center Help

Approvals Home Reports

New Test Report [McGrath, Kathleen]

Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print Hide Exceptions

Receipts Required
View Receipts in new window
View Receipts in current window
Attach Receipt Images

Expense	Date	Amount	Requested
N/A			
Airfare	08/28/2014		

can not be charged to a WBS Account.
than the estimated expense in the travel reservation.

Date	Expense	Amount	Requested
08/29/2014	Hotel/Motel/B&B MARRIOTT 337H4 CAMBRIDGE	\$1,212.44	\$1,212.44
08/29/2014	Hotel/Motel/B&B RENAISSANCE HOTELS 9671V	\$1,124.40	\$1,124.40
08/28/2014	Airfare USAIRWAYS 0377426250475, C	\$542.20	\$542.20
08/14/2014	Car Service	\$100.00	\$100.00
TOTAL AMOUNT		\$3,038.00	TOTAL REQUESTED \$3,028.00

Report Summary

Report Totals

Amount Du...	Amount Du...	Amount Du...
\$0.00	\$2,885.04	\$142.96



Toggle back and forth between the receipts and
the report expense list to make sure all required
receipts are attached.

Carlson Wagonlit Travel
BOSTONVIRTUALYTHERE@CARLSONWAGONLIT.COM

eTicket Receipt
Prepared For

RESERVATION CODE
ISSUE DATE
TICKET NUMBER
INVOICE NUMBER
ISSUING AIRLINE
ISSUING AGENT
ISSUING AGENT LOCATION
IATA NUMBER
CUSTOMER NUMBER
TOUR CODE
FREQUENT FLYER NUMBER

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
16Sep14	UNITED AIRLINES UA 8346	FRESNO, CA	SAN FRANCISCO, CA	Airline Reservation
16Sep14 - 17Sep14	UNITED AIRLINES UA 1720	SAN FRANCISCO, CA	BOSTON, MA	Airline Reservation
18Sep14	UNITED AIRLINES UA 1748	BOSTON, MA	DENVER, CO	Airline Reservation Class: UNITED ECONOMY Seat Number: 35F

1 of 3 8/25/2014 9:45 AM

Review any itemized expenses by opening the **Itemization Detail** (arrow icon). Make sure any alcohol is itemized and any airfare upgrades are itemized as Upgrade Fee or Airfare Difference.

Expense	Date	Amount	Exception
N/A			⚠ Business or First Airfare can not be charged to a WBS Account.
Airfare	08/28/2014	\$542.20	⚠ The expense is greater than the estimated expense in the travel reservation.

Date	Expense	Amount	Requested
08/14/2014	Car Service hertz	\$100.00	\$100.00
08/14/2014	Meals (Breakfast/Lunch/Dinner) Bosa, ITALY	\$25.00	\$15.00
08/14/2014	Meals (Breakfast/Lunch/Dinner)	\$15.00	\$15.00
08/14/2014	Alcohol	\$10.00	\$0.00
TOTAL AMOUNT		\$3,038.00	TOTAL REQUESTED \$3,028.00

Report Totals	Amount Du...	Amount Du...
	\$0.00	\$2,885.04
		\$142.96

Review any allocations (pie chart icon) to make sure expenses are allocated correctly. Many reports will be allocated between accounts from different departments. When that is the case, only review the amounts allocated to your department's account(s).

Date	Expense	Amount	Requested
08/14/2014	Personal Car Mileage	\$22.96	\$22.96
08/29/2014			\$6.00
08/14/2014			\$5.00
TOTAL AMOUNT		\$3,038.00	TOTAL REQUESTED \$3,028.00

Report Totals	Amount Du...	Amount Du...	Amount Du...
	\$0.00	\$2,885.04	\$142.96

Allocations	Percentage	Cost Object	Code
	50	(1000000) TTEST	1000000

Firefox Expense Center
 https://implementation.concursolutions.com/expense/client/default.asp?gateway=1.6&ptListFilter=toapprove

CONCUR

Approvals Home

New Test Report

Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print Hide Exceptions

Exception

Expense

N/A

Airfare

Report

Report Header

Totals

Audit Trail

Approval Flow

Comments

Expenses

Date	Expense	Amount	Requested
08/29/2014	Hotel/Motel/B&B MARRIOTT 337H4 CAMBRIDGE	\$1,212.44	\$1,212.44
08/29/2014	Hotel/Motel/B&B RENAISSANCE HOTELS 9671V	\$1,124.40	\$1,124.40
08/28/2014	Airfare USAIRWAYS 0377426250475, C	\$542.20	\$542.20
08/14/2014	Car Service	\$100.00	\$100.00
TOTAL AMOUNT		\$3,038.00	\$3,028.00

Summary

Report Summary

Report Totals

Amount Du...	Amount Du...	Amount Du...
\$0.00	\$2,885.04	\$142.96

To add a general comment to the report, click **Details > Comments**.

Firefox Expense Center
 https://implementation.concursolutions.com/expense/client/default.asp?gateway=1.6&ptListFilter=toapprove

CONCUR

Expense Approvals Administration App Center

Approvals Home Reports

New Test Report [McGrath, Kathleen]

Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
N/A			Business or First Airfare can not be charged to a WBS Account.
Airfare	08/28/2014	\$542.20	The expense is greater than the estimated expense in the travel reservation.

Expenses

Date	Expense	Amount	Requested
08/29/2014	Hotel/Motel/B&B MARRIOTT 337H4 CAMBRIDGE	\$1,212.44	\$1,212.44
08/29/2014	Hotel/Motel/B&B RENAISSANCE HOTELS 9671V	\$1,124.40	\$1,124.40
08/28/2014	Airfare USAIRWAYS 0377426250475, C	\$542.20	\$542.20
08/14/2014	Car Service	\$100.00	\$100.00
TOTAL AMOUNT		\$3,038.00	\$3,028.00

Summary

Report Summary

Report Totals

Amount Du...	Amount Du...	Amount Du...
\$0.00	\$2,885.04	\$142.96

If the report passes your review, click **Approve**.

If the report requires changes, click **Send Back to Employee**, list the changes needed, and then click **OK**.

Send Back Report

Date	Entered By	Comment Text
------	------------	--------------

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

Comment

Please adjust:
-Attach an itinerary for the \$542.20 airfare expense showing price, dates, destination and class of service.
-Attach a receipt for the \$100 car service expense.

OK Cancel

\$3,038.00 \$3,028.00

You can also click **Approve & Forward** a report if you want to approve the report and route it to a second person in your department for further review.

Approve & Forward Report: New Test Report

User-Added Approver:

Comment:

Approve & Forward Cancel

Approve & Forward

Expense	Date	Amount
N/A		
Airfare	08/28/2014	\$542.20

Date	Expense			
08/29/2014	Hotel/Motel/B&B MARRIOTT 337H4 CAM			
08/29/2014	Hotel/Motel/B&B RENAISSANCE HOTELS 9671V			
08/28/2014	Airfare USAIRWAYS 0377426250475, C	\$542.20	\$542.20	
08/14/2014	Car Service	\$100.00	\$100.00	
TOTAL AMOUNT		\$3,038.00	TOTAL REQUESTED	\$3,028.00

You can view reports that you have approved once they have been approved by VPF Travel. To view your approved reports, click **Approvals > Reports > View** and then select an option from the drop-down menu.

The screenshot shows the Concur Expense Center interface. The top navigation bar includes 'CONCUR', 'Expense', 'Approvals', 'Administration', and 'App Center'. The 'Approvals' tab is highlighted. Below the navigation bar, there are links for 'Approvals Home' and 'Reports'. The 'Reports' link is highlighted. The main content area is titled 'Expense Report List' and 'Reports Pending your Approval(1)'. A 'View' button is highlighted, and a dropdown menu is open, showing options: 'Reports Pending your Approval', 'Reports you Approved this Month', 'Reports you Approved last Month', 'Reports you Approved this Quarter', 'Reports you Approved last Quarter', 'Reports you Approved this Year', 'Reports you Approved last Year', and 'All Reports you Approved'. A yellow arrow points to the 'View' button. Below the dropdown menu, there is a table with columns: 'Report', 'Comments', 'Report Date', 'Date Submitted', 'Total', 'Amount ...', and 'Request...'. The table contains one row with the following data: 'Report', 'Comments', '08/14/2014', '10/14/2014', '\$3,038.00', '\$142.96', and '\$3,028.00'. Below the table, there is a note: 'not be charged to a WBS Account. entry level exceptions.' At the bottom of the page, there is a pagination bar showing 'Page 1 of 1' and 'Displaying 1 - 1 of 1'.

Remember the basic steps to reviewing and approving expense reports:

- **Review the report header, and confirm** the name, dates, trip purpose and classification are correct.
- **Open the receipts** to make sure all the required receipts are included and that anything unallowable or non-reimbursable has been itemized correctly.
- **Check itemizations and allocations** within the expense list.
- Then, **approve the report or send back for changes.**

Resources and Policy Notes

Common Send-back Reasons

- Missing receipts/missing itemized receipts
- Business/first class airfare or upgrade fees not itemized
- Missing comments on miscellaneous expenses, other fee, materials, incidentals, etc. all need description confirming their relation to the trip purpose
- Alcohol not itemized
- Meals on hotel bill: need confirmation no alcohol was included or alcohol must be itemized if it was purchased

Unallowable Trip Purposes: May not be used with sponsored cost objects

- Resource Development
- Retreat
- Prospective Student Visit
- President Travel
- Fundraising

Unallowable Expense Types: May not be used with sponsored cost objects:

- Alcohol
- Gift
- Upgrade Fee
Airfare Difference (Itemization)
- Entertainment – Other
- Non-Recoverable Expenses
- Misc. Promotional Expense