SAP Concur Expense: How to Submit for Approval

Use this guide to help you submit Expense Reports for approval via Concur Expense.

Accounts Payable & Travel

Revised July 2021
Submitting an Expense Report for Approval

1. Click on Expense.

2. Click on Report Library.

3. Click on the Expense Report you would like to submit.

4. Once all expenses and required information is entered, select Submit Report.

   a. A Final Review popup will appear. Click Accept & Submit as validation that all information is correct.
b. A popup will appear once successfully submitted with a report overview.

c. **Click Close after this screen is reviewed.**

![Report Successfully Submitted](image)

- **Company Disbursements**
  - Amount Due Employees: $231.99
  - Cash Advance Utilized: $50.00
  - Total Paid By Company: $281.99

- **Employee Disbursements**
  - Amount Owed Company: $0.00
  - Total Owed By Employee: $0.00

![Close Button](image)

d. If there are any errors that need to be corrected, this popup will appear.

![Report Submit Status](image)

- Click **OK** to review list of Exceptions (error messages).

![Exceptions Table](image)

- Click on the Exception to view the error message.

- A popup will appear under the expense that needs to be corrected.

![Expense Details](image)

- Once the correction has been made for all errors, click **Submit Report**.