



SAP Concur Expense: Submit for Approval

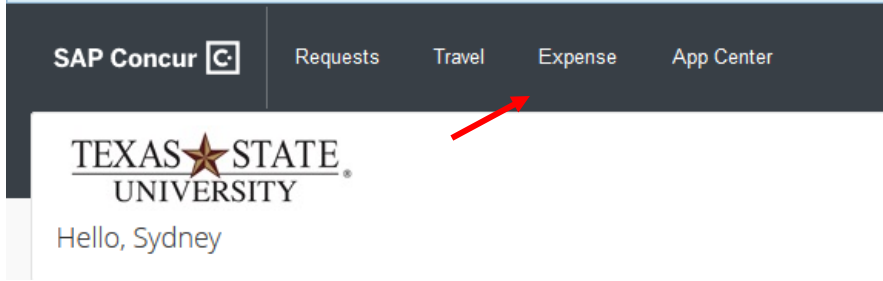
Use this guide to help you submit Expense Reports for approval via Concur Expense.

Accounts Payable & Travel

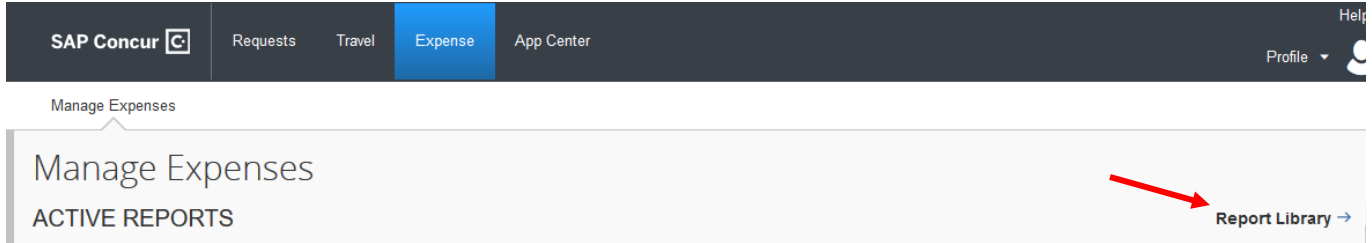
Revised Oct. 2021

Submit an Expense Report for Approval

1. Click on **Expense**.



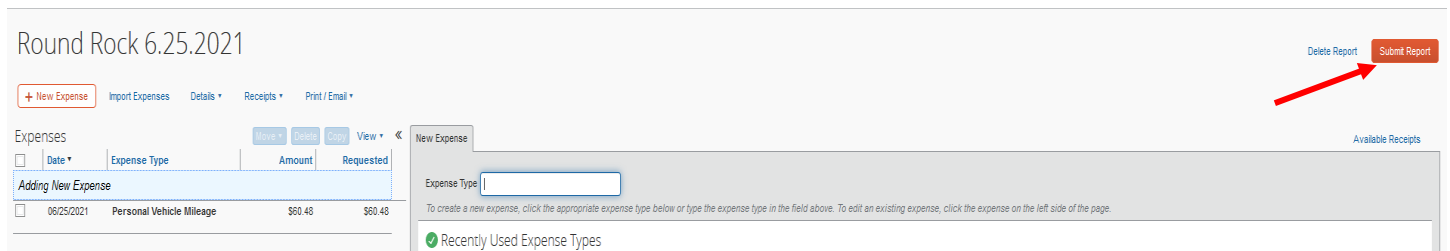
2. Click on **Report Library**.



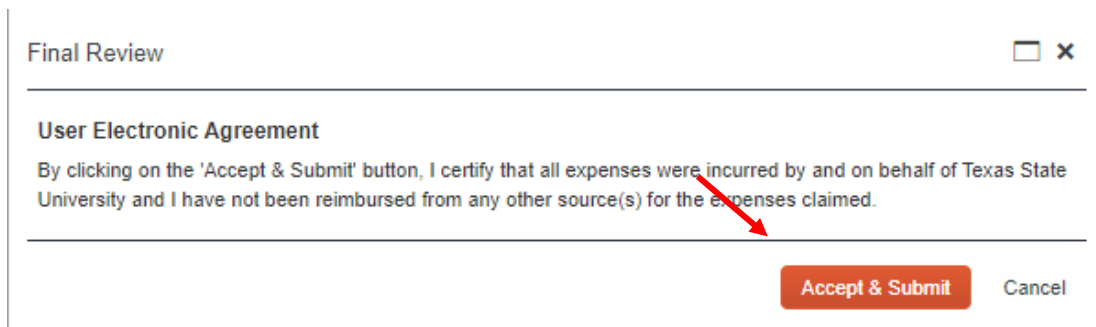
3. Click on the Expense Report you would like to submit.



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.

A screenshot of a 'Report Successfully Submitted' popup window. The window title is 'Report Successfully Submitted' with a close button (X) in the top right corner. The content includes the following information:

- Customer Experience Summit
- Sent to: Travel Office Review
- Expense Report
- Report Total : \$281.00
- Less Personal Amount : \$0.00
- Amount Claimed : \$281.00
- Amount Rejected : \$0.00
- Company Disbursements
- Amount Due Employee : \$231.00
- Cash Advance Utilized : \$50.00
- Total Paid By Company : \$281.00
- Employee Disbursements
- Amount Owed Company : \$0.00
- Total Owed By Employee : \$0.00

A red arrow points to a 'Close' button at the bottom right of the popup.

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

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

A screenshot of a 'Report Submit Status' popup window. The window title is 'Report Submit Status' with a close button (X) in the top right corner. The content includes the following information:

- This report has one or more exceptions. Resolve the exceptions before submitting the report.

A red arrow points to the text 'Resolve the exceptions before submitting the report.' Below the message is an 'OK' button.

- o Click on the Exception to view the error message.

A screenshot showing two sections: 'Exceptions' and 'Expenses'.

The 'Exceptions' section has a table with the following data:

Expense Type	Date	Amount	Exception
Parking	01/18/2020	\$10.00	Upload your receipts to expense line item using the Attach Receipt Images. In order for the red flag to be re-evaluated, you will need to click the Submit link again.

The 'Expenses' section has a table with the following data:

Date	Expense Type	Amount	Requested
01/18/2020	Parking	\$10.00	\$10.00

A red arrow points to a red flag icon next to the expense entry in the 'Expenses' table.

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

A screenshot showing the 'Expenses' table with a popup under the 'Parking' expense entry. The popup contains the following text:

Upload your receipts to expense line item using the Attach Receipt Images. In order for the red flag to be re-evaluated, you will need to click the Submit link again.

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