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.**

   ![Popup showing report overview]

   - **Report Successfully Submitted**

   - **Expense Report**
     - Report Total: $281.09
     - Less Personal Amount: $0.00
     - Amount Claimed: $281.09
     - Amount Rejected: $0.00

   - **Company Disbursements**
     - Amount Due Employee: $231.09
     - Cash Advance Utilized: $50.09
     - Total Paid By Company: $281.09

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

   ![Close button]

   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).**

     ![Report Submit Status]

     ![List of Exceptions]

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

     ![Exception view]

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

     ![Expense correction popup]

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

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