Travel and Expense Reimbursement

Approving Sponsored Projects Services (SPS) Reports

Receive Email Notification

1. As an SPS approver, you will receive email notifications alerting you to expense reports that have been submitted for approval.
2. Periodically check the Junk folder in your email in the event that approval emails were inadvertently sent there.

Access Required Approvals

Log in to Concur. There are several ways to access required approvals from the home page:

- Click Required Approvals in the Quick Task Bar.
- Click Required Approvals in My Tasks.
- Click Approvals in the top menu bar.

Review Pending Approvals

Select a report pending approval:

1. Review Exceptions for errors on the report.
   - If an error needs to be corrected by the user, at the top right of the report click Send Back to User.
2. Review individual expense line items on the report being requested for reimbursement.
   - Verify that they are allowable expenses.
3. Hover over the allocation icon.
   - Verify that all expenses are fully allocated and assigned to the correct account.

4. Review the Report Header for accuracy and mark that you reviewed the report:
   - Click Details, then click Report Header:
   - In the field SPS Reviewed, select Yes to indicate that you reviewed the report.
   - In the field Federally Funded Account, select Yes to indicate that it is a federally funded account, or select No if it is not.
   - Click Save.

Approve or Send Back Report

- When you are finished reviewing the report, at the top right choose one of the following options:
  - Send Back to User — return the report to the user if there is an issue they have to correct. In the pop up window, provide a clear explanation of the problem.
  - Approve — approve the report for reimbursement if the expenses are allowable and fully allocated. Read the Final Confirmation statement and click to Accept or Decline.

For Concur Support, email ubs-travel-expense-support@buffalo.edu