1. Receive Email Notification

- As a Cost Approver, you will receive email notifications alerting you to expense reports that have been submitted for your approval.
- Periodically check the junk folder in your email in the event that approval emails were inadvertently sent there.
- As a Cost Approver, you have 13 calendar days to take action on an expense report before it is returned to the user.

2. Access Required Approvals

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

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

3. Review Pending Approvals

Select a report pending approval:

*Before you hit **Approve**, verify that all expenses on the report are fully allocated, as indicated by the allocation icon (Figure 1).

- Click on the **Report Header** to review it for accuracy, completeness and to confirm the funding source:
  - At the top of the report, click **Details**, then click **Report Header**.
  - Confirm that the **Funding Account Source** is correct. If not, change it then click **Save** (Figure 2).
- 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**.
  - Yellow exceptions will appear as informational warnings on the report and may have no action that is required. These will not prevent you from approving the report (Figure 3).

4. Allocate All Expenses

- To allocate a single expense, click on the expense to open it. At the bottom right, click the **Allocate** button.
- To allocate multiple expenses, at the top of the report click **Details**, then click **Allocations**.
  - At the left, select the checkboxes for all desired expenses, then click **Allocate Selected Expenses**.
  - Using the ** Allocate By** dropdown, choose to allocate by **Percentage** or **Amount** (Figure 4).
  - In the **Percentage/Amount** field, you can split the transaction by typing in a value, or by clicking **Add New Allocation**. This allows you to allocate the transaction to multiple accounts.
Travel and Expense Reimbursement
Allocating Expenses as a Cost Approver—Continued

4. Allocate All Expenses — Continued

- In the Approver field, type the name of the account approver and select from the dropdown menu.
- In the Funding Source field, select from the dropdown menu.
- In the Entity field, select from the dropdown menu.
- In the Account field, select from the dropdown menu.
- When finished, at the top right verify that the expense is 100% allocated (Figure 5).

- Click Save, then click Done.
- Repeat for each expense until all expenses are fully allocated, as indicated by the allocation icon (Figure 1):
- To view the allocation for an individual expense, hover over the blue allocation icon (Figure 6).

5. Approve, Return or Forward Report

When you are finished reviewing and allocating all expenses on the report, at the top right click to:

- Send Back to User — return the report to the user if there is an issue for them to correct. In the pop up window, provide a clear explanation of the problem.
- Approve — approve the report for reimbursement if it has been completed correctly and if all expenses are fully allocated. Read the Final Confirmation statement and click to Accept or Decline.
- Approve & Forward — approve and forward the report if it requires further allocation by another Cost Approver. In the pop up window, enter the additional Cost Approver’s name and include a comment.

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu