Approve Sponsored Projects Services (SPS) Reports

If the expenses on a report are being charged to a sponsored Research Foundation (RF) grant, a Sponsored Projects Services (SPS) approver will review and approve it.

1. Receive Email Notification
   - SPS approvers will receive email notifications when expense reports are submitted for their approval.
   - Click the link in the email to log in to Concur to review and approve the report.

2. Go to Required Approvals
   - There are several ways to go to your 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.

3. Review Reports Pending Approval
   - Select a report pending approval. Click on the Report Name to open it.
   - Review exceptions for errors on the report:
     - If an issue needs to be corrected by the user, at the top click Send Back to User.
     - Yellow exceptions 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 1).

   ![Please enter Funding Source, Entity & Account in the allocation.](Figure 1)

   - Verify all expenses are fully allocated:
     - At the top of the report, click Details, then click Allocations. Click the Summary button.
     - On the Allocation Summary, verify that the account information is complete.
   - Review the report header:
     - Click Details, then click Report Header.
     - In the Federally Funded Account field, select Yes or No to indicate if the account is federally funded (Figure 2).
     - When finished, click Save.
4. Approve or Return Report
   - When you are finished reviewing the report, at the top choose one of the following options:
     - **Send Back to User** — send the report back to the user if it requires correction. In the comment field, provide a clear explanation of the problem.
     - **Approve** — approve the report if the expenses are allowable and fully allocated. Read the **Final Confirmation** statement and click to **Accept** or **Decline**.

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