Travel and Expense Reimbursement

Approving Expense Reports as a Supervisor

The Supervisor role is assigned to individuals officially designated as time and attendance supervisors. Your responsibilities are to review and approve employee expenses, receipts and supporting documentation on expense reports. If you are also the Cost Approver, you can allocate the expenses. You cannot modify expense reports, but instead must return them to the user for them to correct and resubmit. When approving expense reports, you can:

- Add comments.
- Approve or return expense reports.
- Insert an additional approver in the workflow.

1. Receive Email Notification

- As a supervisor, you will receive email notifications alerting you to review expense reports that have been submitted for approval.
- Periodically check the junk folder in your email in the event that notification emails were inadvertently sent there.
- Click the link in the email to log into Concur to access the report.
- As a Supervisor, you have 13 calendar days to take action on an expense report before it is returned to the user.

2. Access Pending Approvals

- Log into Concur. There are several ways to access reports pending approval from the home page (Figure 1):
  - Click Required Approvals in the Quick Task Bar.
  - Click Required Approvals in My Tasks.
  - Click Approvals in the top menu bar.

Figure 1

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu
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3. Review Pending Approvals
   - Select a report pending approval. Click on the **Report Name** to open it.
   - Review the **Report Header** for accuracy and completeness:
     - Click **Details**, then click **Report Header**. Review then click to **Save** or **Cancel**.
     - Review each expense for compliance:
       - Hover over the icons on each expense line item to view required receipts, missing receipt affidavits and to display comments.
     - Review **Exceptions** for errors on the report:
       - If an error needs to be corrected by the user, at the top 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 2).

4. Allocate Expenses if You Are Also the Cost Approver
   - If you are both the Supervisor and the Cost Approver, allocate the expenses to the correct account.
   - For more information, refer to the tip sheet *Allocating Expenses as a Cost Approver*.

5. Approve, Forward or Return the Report
   When you are finished reviewing the report, at the top right choose one of the following options:
   - **Send Back to User** — Send the report back to the user if it requires correction. As a supervisor you cannot modify expense reports.
     - In the pop up window comment field, enter a clear explanation of the problem. Click **OK**.
   - **Approve** — Approve the report if you are both the Supervisor and Cost Approver. Ensure that you reviewed the report, allocated the funds and verified the report is correct.
     - Click **Approve**. Read the **Final Confirmation** statement and choose to **Accept** or **Decline**.
   - **Approve & Forward** — Approve and forward the report if you are not the Cost Approver.
     - You must forward the report to the correct Cost Approver so they can allocate the expenses on the report.
     - In the pop up window search bar, enter the additional approver’s **Last Name** or **Email Address**.
       - Select their name and enter a comment. Click **Approve & Forward**.
       - Read the **Final Confirmation** statement and choose to **Accept** or **Decline**.

6. View Reports Approved in the Past
   - To view reports you previously approved, click **Approvals** in top menu bar, then click **Reports** at the top.
   - Click **View** for dropdown menu options and select the **timeframe** you would like to view.
   - You may also search for a specific report by **Report Name**, **Employee Name** or **Amount**.

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