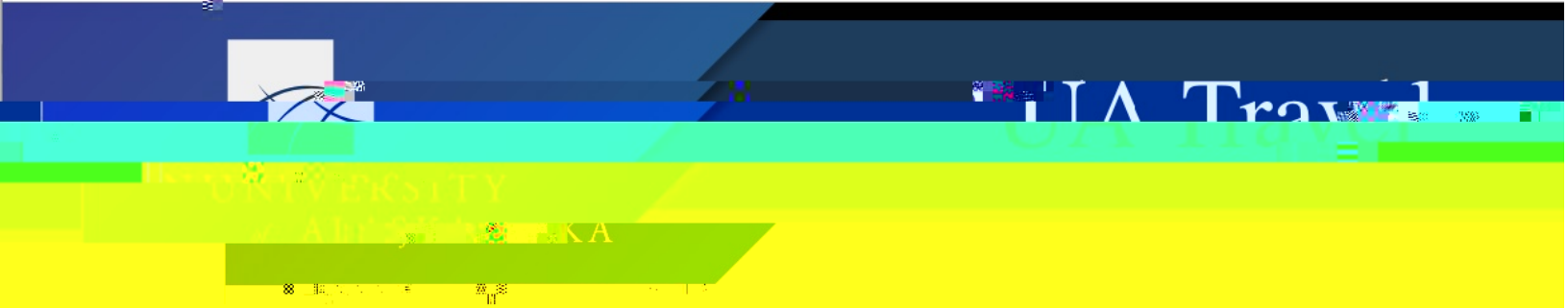


Approve an Expense Report

Required Approvals

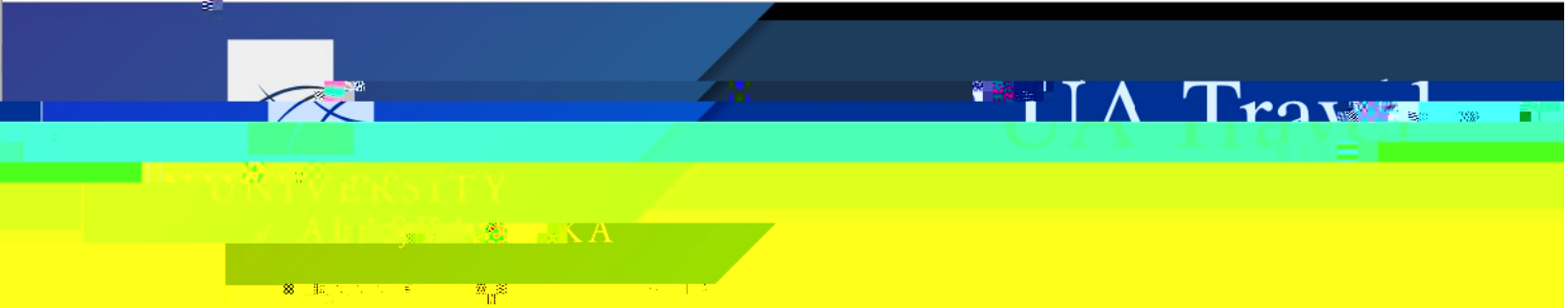
Concur is programmed to apply most regulatory approval requirements to the [expense] Report.
(R05.02.060.A.(15))



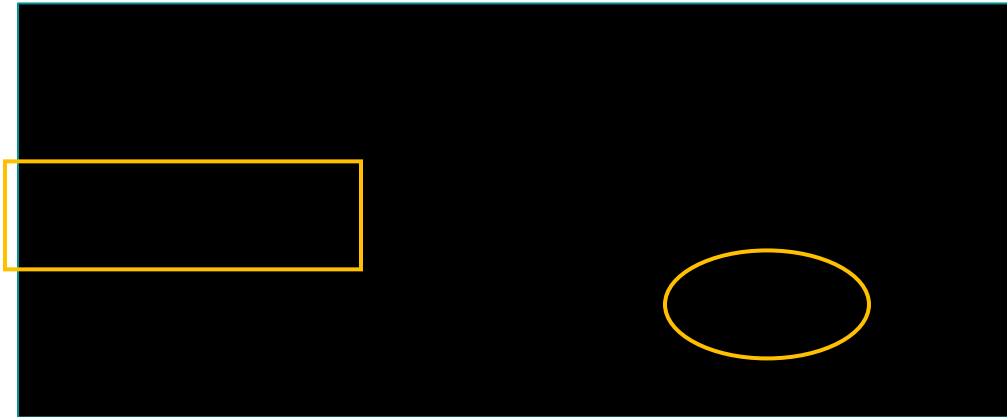
3. Access pending approvals from either
 - a. My Tasks: Required Approvals on the homepage dashboard or

- b. The Approvals module

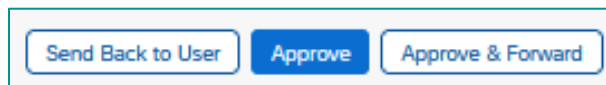
- 4.



5. Adjust the Approved Amount of an expense if needed



6. Once reviewed, select one of the following actions:



- a. Send Back to User –If the Report needs corrections or is not approved, this sends it back to the traveler for correction and resubmission
- b. Approve – Moves Report to the next step in the Approval Flow
- c. Approve & Forward – Opens window to approve and send Report to an additional approver