

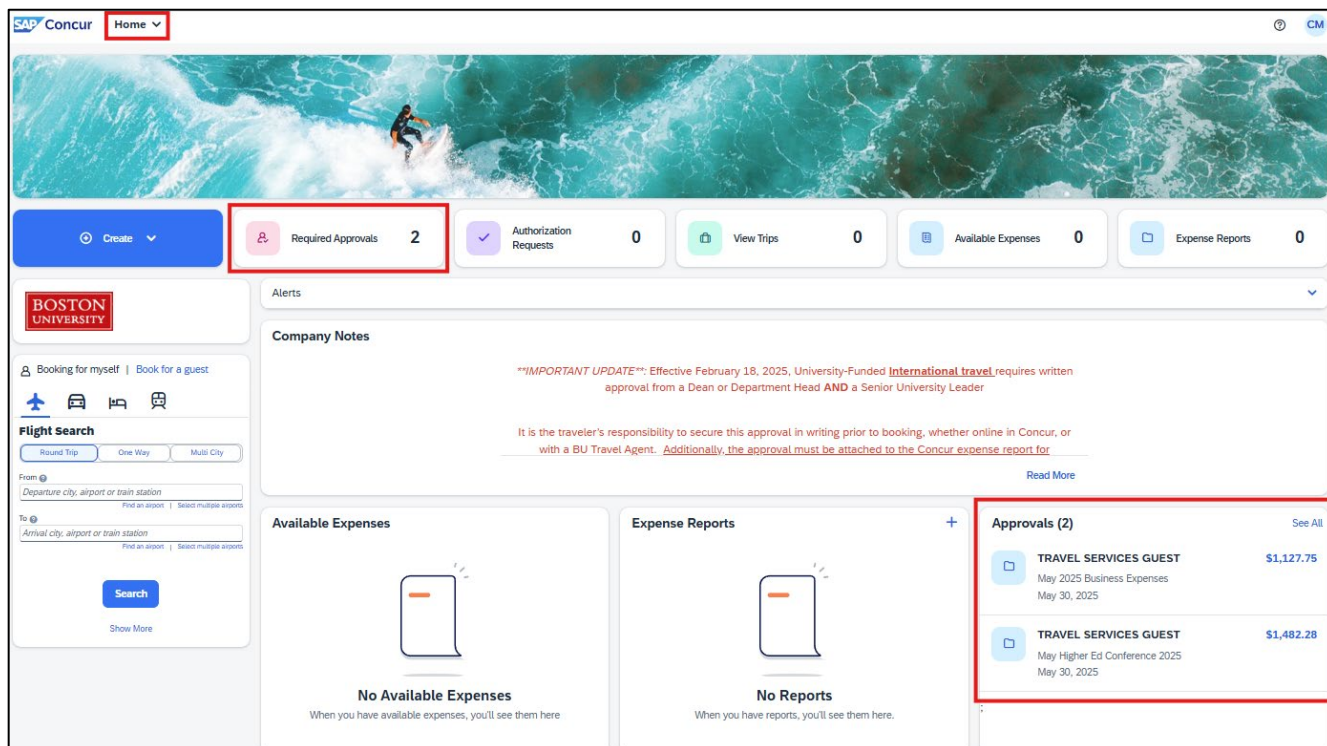
## HOW TO APPROVE A TRAVEL EXPENSE REPORT

Expense Reports must be approved by an Expense Approver before they can proceed through the workflow. An Expense Approver may be a supervisor, manager, or delegate who has permission in Concur to approve expenses. Please follow the steps below to complete required approvals as an Expense Approver.

1. Sign into Concur to access your home page. [Reference: [How to Access Concur from BUworks](#)]

On the home page, there are several options to access Expense reports that are pending approval:

- I. Click the **Home** drop-down in the top menu bar and select **Approvals** from the Applications list.
- II. In the quick task bar, click **Required Approvals**.
- III. At the bottom of the page, click **Approvals**.



**Required Approvals** 2

**Approvals (2)**

Item	Amount
TRAVEL SERVICES GUEST May 2025 Business Expenses May 30, 2025	\$1,127.75
TRAVEL SERVICES GUEST May Higher Ed Conference 2025 May 30, 2025	\$1,482.28



## APPROVALS PAGE

On the **Approvals** page, there is a tab for **Requests** and **Expense Reports** awaiting approval. Click on each tab to review the items pending your approval and work the count to zero to complete your approval tasks.

2. Select the Request/Report you wish to open and review.

### Approvals

03  
Requests

02  
Expense Reports

#### Requests

Approve

Request Type	Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
<input type="checkbox"/> Travel	Chicago Conference June 2025	3DFW	Action TEST	06/05/2025 05/08/2025	05/30/2025	1,200.00
<input type="checkbox"/> Travel	Denver Conference June 2025	3DFV	Action TEST	06/01/2025 06/04/2025	05/30/2025	1,290.00
<input type="checkbox"/> Authorization	Barker Increase Request	3DFT	Action TEST	05/30/2025	05/30/2025	

### Approvals

03  
Requests

02  
Expense Reports

#### Expense Reports

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
May 2025 Business Expenses	Action TEST	05/30/2025	\$153.00	153.75
May Higher Ed Conference 2025	Action TEST	05/30/2025	\$55.00	55.28

Required Approvals

5

#### Approvals (5)

See All

Action TEST

Chicago Conference June 2025  
June 5, 2025

\$1,200.00

Action TEST

Denver Conference June 2025  
June 1, 2025

\$1,290.00

Action TEST

Barker Increase Request  
May 30, 2025

Action TEST

May 2025 Business Expenses  
May 30, 2025

\$1,127.75

Action TEST

May Higher Ed Conference 2025  
May 30, 2025

\$1,482.28



- Review the open report, click the **Details** button, and select **Report Header** from the drop-down list.

SAP Concur Approvals

Approvals Home Requests Reports

## May Higher Ed Conference 2025 [Action TEST]

Summary Details Receipts Print / Email

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Allocations
- Allocations

Expenses	Date	Amount	Requested
05/19/2025	3500, 513700)	\$502.39	\$502.39
05/15/2025	13700)	\$924.89	\$924.89
05/15/2025	55.00	\$55.00	\$55.00

- Review report header details (e.g., account being charged, start date and end date of the trip).  
Note: If this is a reimbursement for a guest or student, you should confirm the check payee and address details. Click **Save** or **Cancel** to exit the Report Header screen.

Report header for: May Higher Ed Conference 2025

User Name: Action TEST Report Id: 000

Report Type: \*TEST-Employee Travel

Report Name: May Higher Ed Conference 2025 Trip Purpose: Conference Travel Classification: Domestic Traveler Type: Staff

Trip Start Date: 05/12/2025 Trip End Date: 05/15/2025 Destination: \*United States

Does this trip involve multiple destinations?

Cost Object: (1060260000) Procure to Pay (P2P) Cost Object Approver: (U31) Does this report charge a grant/sponsored program? No

Comment: Report Currency: US, Dollar Receipts Received: Yes Submit Date: 05/30/2025

Approval Status: Submitted & Pending Approval Payment Status: Not Paid Personal Expenses: 0.00 Amount Not Approved: 0.00

Amount Approved: 1,482.28 Amount Due BU: 0.00 Amount Due User: 55.00 Amount Due \*US Bank:

Total Amount Claimed: 1,482.28 Report Total:

4

Save Cancel



- Click **Print/Email** and select **BU Detailed Report** from the drop-down list. The first section in the **BU Detailed Report** is the information contained in the report header.

**May Higher Ed Conference 2025** [Action TEST]

Summary Details Receipts **Print / Email**

\*BU Travel Detailed Report (NEW)

Expenses

Date	Expense Type	Amount	Requested
05/19/2025	Accommodations (513500, 513700) HOTEL MERCURE, Portland, Maine	\$502.39	\$502.39
05/15/2025	Car Rental (513500, 513700) AJAX RENT-A-CAR, Boston, Massachu	\$924.89	\$924.89
05/15/2025	Fuel (513500, 513700) Chevron, Boston, Massachusetts	\$55.00	\$55.00

Summary  
Report Summary  
Report Totals

- Scroll to the **Allocation Summary** to view each of the allocations in the report.

Cost Object Allocation Summary	
Cost Object	Amount
1060260000 (Procure to Pay (P2P))	\$1,482.28

Summary by Expense Type	
Expense Type	Amount
Accommodations (513500, 513700)	\$502.39
Car Rental (513500, 513700)	\$924.89
Fuel (513500, 513700)	\$55.00

Summary by Payment Type	
Payment Type	Amount
Out of Pocket	\$55.00
Test CBCP	\$1,427.28

Report Total :	\$1,482.28
Personal Expenses :	\$0.00
Total Amount Claimed :	\$1,482.28
Amount Approved :	\$1,482.28
University Disbursements	
Amount Due User :	\$55.00
Amount Due *US Bank :	\$1,427.28
Total Paid By University :	\$1,482.28
User Disbursements	
Amount Due BU :	\$0.00
Amount Due University Card From User :	\$0.00
Total Paid By User :	\$0.00



- The **Expenses** area will display detailed information on the expenses type claimed. Click on any expense line along the left side to see the details displayed in the Expense Report page on the right.

Note: If there are multiple line items in the **Expenses** list, you can sort by **Date**, **Expense Type**, and **Amount** by clicking the corresponding column header.

**Expenses**

Date	Expense Type	Reviewed	Amount	Requested
01/11/2024	Business Meals (513500, 513700) Yard House, Boston, Massachusetts	N	\$174.60	\$174.60
01/11/2024	Business Meals (513500, 513700)	N	\$100.00	\$100.00
01/11/2024	Alcoholic Beverages (513510, 513710)	N	\$24.60	\$24.60
01/11/2024	Tips/Gratuities (513500, 513700)	N	\$50.00	\$50.00

TOTAL AMOUNT \$174.60 TOTAL REQUESTED \$174.60

**Expense** Receipt Image

Total Amount: \$174.60 | Itemized: \$174.60 | Remaining: \$0.00

Previous Comment  
Entered By CHASE MILANESE: Holiday staff lunch for Travel Team.

Expense Type: Business Meals (513500, 513700) Transaction Date: 01/11/2024 Business Purpose: Staff Lunch Enter Vendor Name: Yard House

City of Purchase: Boston, Massachusetts Payment Type: Out of Pocket Amount: 174.60 USD Reviewed: No

Does this Meal include Alcohol? No Approved Amount: 174.60 Comment:

Spousal Travel Included?

Attendees: 4 | Attendee Total: \$0.00 | Remaining: \$0.00

Attendee Name	Attendee Title	Institution/Co...	Attendee Type	Amount
Milaneze, Chase	Assistant Direct...		Faculty/Staff	\$0.00
Greene, Denise	Director		Faculty/Staff	\$0.00
	Clerk		Faculty/Staff	\$0.00
	Manager Card ...		Faculty/Staff	\$0.00

Save Attach Receipt

- After reviewing the expense information, review the **Receipt\* Image** and repeat the process for all expenses **\$25.00 and greater**.
- Expand expenses by selecting the radial to the left to view itemizations. Note: All meals or expenses containing alcohol must be itemized.

**\*Reviewing Receipts:** Receipts can be reviewed in three ways:

- Hover over the receipt icon to the left of the expense
- Select the individual expense and hitting the **Receipt Image** tab to the left of the Expense tab
- Click the **Receipts** drop-down to **View Receipts in a new window** or **in current window**

**Expenses**

Date	Expense Type	Reviewed	Amount	Requested
01/11/2024	Business Meals (513500, 513700) Yard House, Boston, Massachusetts	N	\$174.60	\$174.60
01/11/2024	Business Meals (513500, 513700)	N	\$100.00	\$100.00
01/11/2024	Alcoholic Beverages (513510, 513710)	N	\$24.60	\$24.60
01/11/2024	Tips/Gratuities (513500, 513700)	N	\$50.00	\$50.00

**Receipt Image**

Total Amount: \$174.60 | Itemized: \$174.60 | Remaining: \$0.00

BIEDA20E49836... 1 / 1 80% + -

Yard House  
126 Brookline Avenue  
Boston, MA 02215

Table 60  
13:03:26 10/03/2016 Get 9

Check # : 13759-8336

Guest No. 1  
1 Small Angel Hair Pasta 10.35  
1 Add Kale Caesar 4.25

Guest No. 2

**Receipts**

Receipts Required

View Receipts in new window

View Receipts in current window

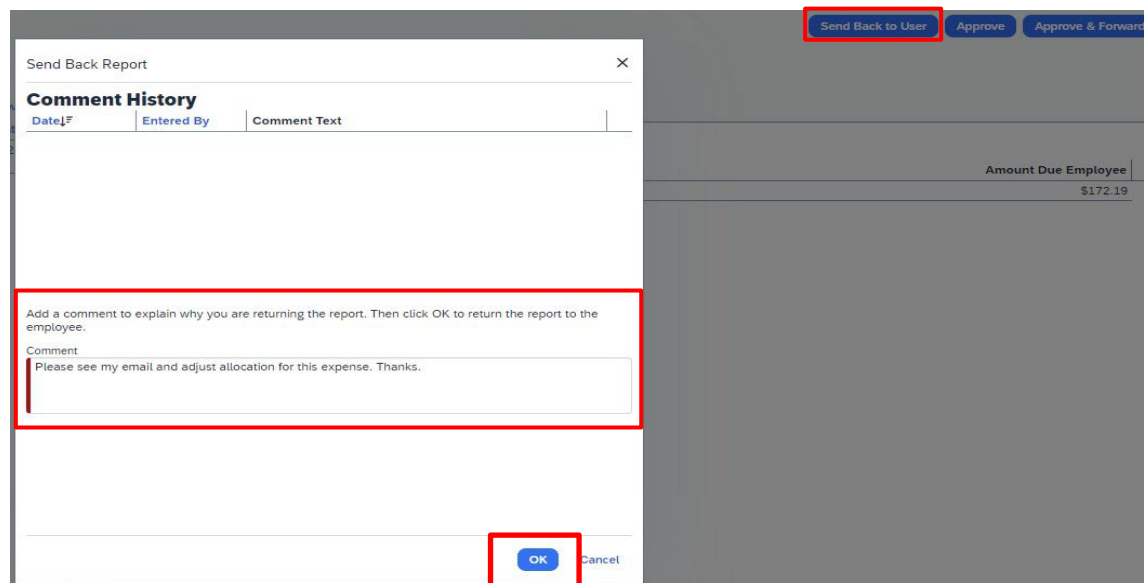
Attach Receipt Images

## REPORT PROCESSING OPTIONS

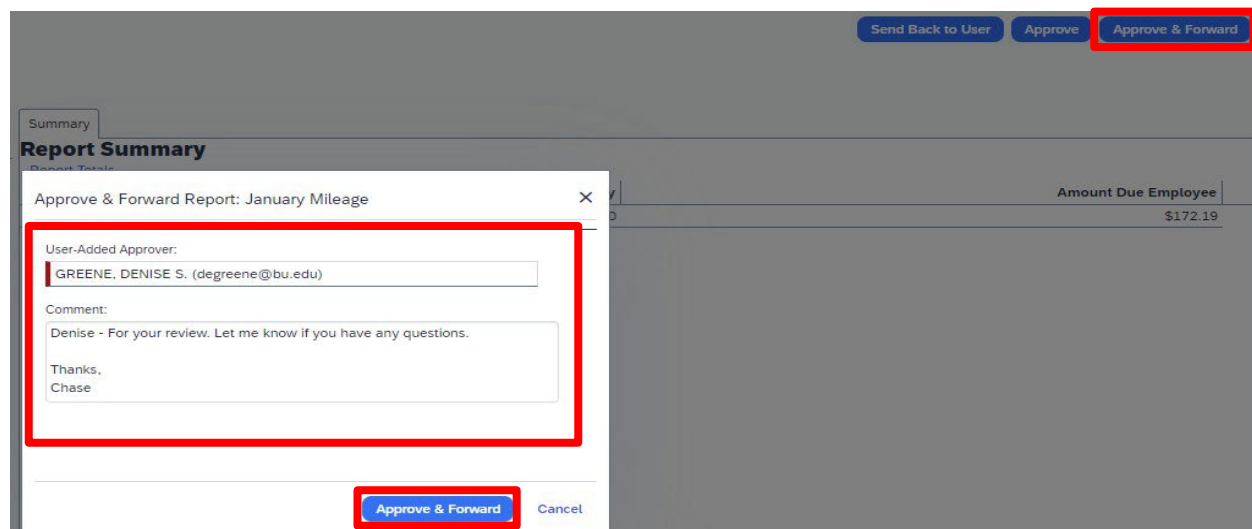
Once you have finished reviewing the report, you must either approve or reject it.

As an approver, you are also able to make changes to a report's Cost Center or allocate individual expense items. To do this, please refer to the [How to Allocate Quick Reference Guide](#).

- **Send Back to User** – if changes need to be made, click “**Send Back to User**” and enter a detailed **comment** to explain why you are returning the report. Click “**OK**” to send the report back to the creation profile for the **Submitter** to make changes and resubmit.



- **Approve** – if the Expense Report passes audit, click the **Approve** button to move the report to Accounting Review, which is the final step before it is sent for payment.
- **Approve & Forward** – if the Expense Report passes audit but you would like to add another approver to the workflow, hit **Approve & Forward**. The Expense Report will go to another approver before reaching Accounting Review.





You have completed the process to approve a Travel Expense Report.