

HOW TO APPROVE A NON-TRAVEL EXPENSE REPORT

Before Expense Reports can proceed through the workflow, they must be approved by the appropriate approvers. Approvers may be a supervisor/manager, financial (“cost object”) approver and/or delegate who has permission to approve expenses in Concur.

Note: The Cost Object Approver cannot be the same person who submits the report. If they are the same, it will cause a workflow error, and the supervisor won’t be able to approve the report

If you have an “Approver” role in Concur, please follow the steps below to complete required approvals.

1. Log in to Concur, click on the **Home** button in the upper left corner and select **Approvals** from the drop-down menu. You may also access items pending your approval by clicking on the Required Approvals section next to the **(+) Create** button or selecting the Approvals section in the bottom right corner of the home page.

The screenshot shows the Concur Home page. A red circle with the number 1 points to the 'Home' button in the top left corner. A red box highlights the 'Required Approvals' section, which shows a count of 2. Another red box highlights the 'Approvals (2)' section in the bottom right corner, which lists two items:

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

2. Within the Expense Reports tab, click on an Expense Report to review details.

Approvals

03
Requests

02
Expense Reports

Expense Reports

Report Name	Employee	Report Date	Amount Due E
May 2025 Business Expenses	Action TEST	05/30/2025	
May Higher Ed Conference 2025	Action TEST	05/30/2025	

Required Approvals 5

BOSTON UNIVERSITY

Approvals (5) [See All](#)

Action TEST \$1,200.00

Chicago Conference June 2025
June 5, 2025

Action TEST \$1,290.00

Denver Conference June 2025
June 1, 2025

Action TEST

Barker Increase Request
May 30, 2025

Action TEST \$1,127.75

May 2025 Business Expenses
May 30, 2025

Action TEST \$1,482.28

May Higher Ed Conference 2025
May 30, 2025

3. Review the Report, click on **Details** and select **Report Header** from the drop-down list.

SAP Concur Approvals

Approvals Home Requests **Reports**

May 2025 Business Expenses [Action TEST]

Summary

Details

Receipts

Print / Email

Expenses

Report

Report Header

Totals

Audit Trail

Approval Flow

Comments

Allocations

Allocations

Date	Amount	Requested
05/14/2025	\$135.00	\$135.00
05/14/2025	\$974.75	\$974.75
05/14/2025	\$18.00	\$18.00

Report Summary

Report Totals



- Review report header details (e.g., dates, cost object). Note: If this is a reimbursement for a guest or student, you should confirm the check payee and address.
- Click **Save** or **Cancel** to exit the Request/Report Header screen.

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Report header for: May 2025 Business Expenses

User Name
Action TEST

Report Type
*Employee Non-Travel

Report Name
May 2025 Business Expenses

Report Start Date
05/01/2025

Report End Date
05/30/2025

Cost Object
(136020000) Procure to Pay (P2P)

Cost Object Approver
(US1643896) RANDALL MOORE

Receipts Received
Yes

Approval Status
Submitted & Pending Approval

Payment Status
Not Paid

Report Total
1,127.75

Personal Expenses
0.00

Amount Not Approved
0.00

Amount Approved
1,127.75

Amount Due BU
0.00

Amount Due User
153.00

Amount Due *US Bank
\$974.75

Total Amount Claimed
1,127.75

Comment

Save Cancel

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

May 2025 Business Expenses [Action TEST]

Summary Details Receipts **Print / Email**

*BU Non-Travel Detailed Report (NEW)

Expenses

Date	Expense Type	Amount	Requested
05/14/2025	Meetings (513910) Sunset Grill, Boston, Massachusetts	\$135.00	\$135.00
05/14/2025	Research Supplies (510040) Wallpaper Stores	\$974.75	\$974.75
05/14/2025	Parking/Meters (513500, 513700) City of Boston	\$18.00	\$18.00

Report Summary
Report Totals

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

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Cost Object Allocation Summary	
Cost Object	Amount
1060260000 (Procure to Pay (P2P))	\$1,127.75

Summary by Expense Type	
Expense Type	Amount
Meetings (513900)	\$135.00
Parking/Meters (513500, 513700)	\$18.00
Research Supplies (510040)	\$974.75

Summary by Payment Type	
Payment Type	Amount
Out of Pocket	\$153.00
Test CBCP	\$974.75

Report Total :	\$1,127.75
Personal Expenses :	\$0.00
Total Amount Claimed :	\$1,127.75
Amount Approved :	\$1,127.75
University Disbursements	
Amount Due User :	\$153.00
Amount Due *US Bank :	\$974.75
Total Paid By University :	\$1,127.75
User Disbursements	
Amount Due BU :	\$0.00
Amount Due University Card From User :	\$0.00
Total Paid By User :	\$0.00

8. The **Expenses** section displays detailed information on the expense types claimed. Click on expense lines along the left side to see details displayed in the Expense Report window 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.

- After reviewing the expense information, review the **Receipt* Image** and repeat the process for all expenses >\$0.

Expand expenses by selecting the radial to the left to view itemizations. Note: All meals or expenses containing alcohol must be itemized.

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

Receipt Image

Expense: 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
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
	Assistant Direct...		Faculty/Staff	\$0.00
	Director		Faculty/Staff	\$0.00
	Clerk		Faculty/Staff	\$0.00
	Manager Card ...		Faculty/Staff	\$0.00

Save Attach Receipt

***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

TOTAL AMOUNT: \$174.60 | Itemized: \$174.60 | Remaining: \$0.00

Receipt Image

Expense: 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
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
	Assistant Direct...		Faculty/Staff	\$0.00
	Director		Faculty/Staff	\$0.00
	Clerk		Faculty/Staff	\$0.00
	Manager Card ...		Faculty/Staff	\$0.00

Save Attach Receipt

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

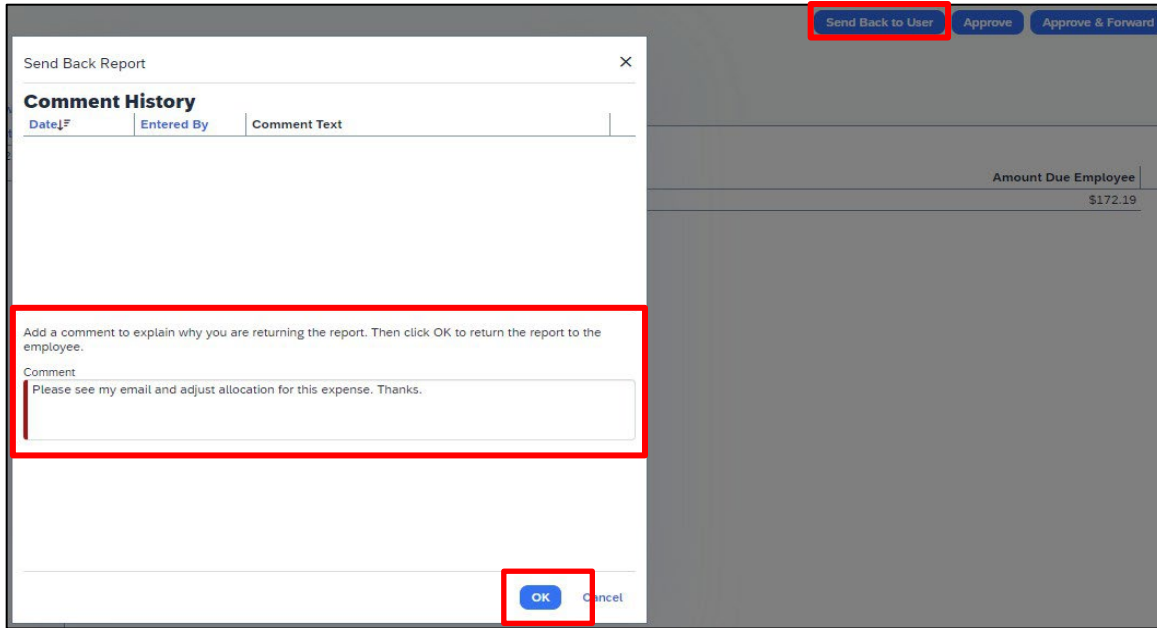
Receipts

- Receipts Required
- View Receipts in new window
- View Receipts in current window
- Attach Receipt Images

10. Once you have finished reviewing the report, your final step is to **approve** or **reject** the report.

As an expense approver, you are also able to make changes to a report's Cost Center or allocate individual expense items [Reference: "How to Allocate Expenses in an Expense Report" training guide].

- Click **Send Back to User** to request that changes be made. Enter a detailed **comment** to explain why you are returning the report. The report will be sent back to the submitter so they can make changes and resubmit.



- Click **Approve** if the Expense Report passes review and you want to move the report to Accounting Review, which is the final step before it is sent for payment.
- Click **Approve & Forward** if the Expense Report passes review but you would like to add another approver to the workflow to review before the report reaches Accounting Review.

