

# Concur - Approver's Checklist

As an approver, you can approve an expense report "as is"; send an expense report back to the employee to modify and resubmit; or add another approver to the Work Flow. Remember, as an approver you will be required to attest to the validity of the expenses submitted on the Expense Report and that you viewed the attachments to the best of your knowledge.

Open an expense report from the **Approvals** tab, **Quick Start Bar** or **My Tasks** and select Expense Reports. Click on the Report Name you want to review for approval.

**Summary Tab:** The Expense Report opens in the summary view. You have a 'bird's eye' view of Expenses, Cash Advances, Requests and the Report Summary.

Review any Requests in the Requests section of the Summary Tab by clicking on the Request Name in the Summary View.

Cash Advances assigned to the report appear in the Cash Advance section of the Summary. They can also be viewed from the Details Tab.

Click on the Report Totals link in the Report Summary section to view more detail.

## Exceptions:

Review any Exceptions. Click on an exception to open the expense item the exception references.

## Report Name:

Click on the report name to open the **Report Header** and review the information for accuracy.

In State Travel - Regular Per diem rate \$28, High Cost Per Diem rate \$36

Out of State Travel - Verify Per Diem at [www.gsa.gov](http://www.gsa.gov)      \$ \_\_\_\_\_ *Verify Pretrip Authorization was obtained/attached*

International - Verify Per Diem at [www.state.gov](http://www.state.gov)      \$ \_\_\_\_\_ *Verify Pretrip Authorization was obtained/attached*

Purpose of Trip

## Details Tab:

Review the Audit Trail.

Review the Approval Flow.

Review Comments for the report or add any comments if necessary.

Review Cash Advances assigned, if applicable.

Review Travel Allowances (Itineraries -verify dates/times & locations and Meals Per Diem) entered.

Review Allocations. If not traveler's regular allocations, verify/add Grant Admin. to the traveler's approval flow.

If additional Grant Admin. approval needed - verify expense as well as funding allocations.

**Expense Types:** Click on an expense to review an individual expense item in detail, attached receipts or summary information. Pay careful attention to the details regarding Air, Hotel and Rental Car receipts.

## PERSONAL VEHICLE REIMBURSEMENT

Fleet Vehicle Request-email confirmation/denial attached (for employees whose official work location is System Office)

Mileage Reimbursement Type      Tier I-High            Tier II-Low     

Was Commute Miles Deducted? (*Exclude weekends, holidays or if departure/arrival location is official worksite*)

## MEALS

Review Meals: If Agenda attached - review for meals provided, ensure meals are backed out.

Verify Per Diem Rate for Meals.

Verify Meals were not claimed for a single day trip under 12 hours.

Ensure that the employee **did not** select Meals - Actual Meal Allowance.

## CAR RENTAL

Verify rental dates against travel dates submitted.

Fuel receipt attached [*for Car Rentals only*] - TCSG procedures require receipts regardless of amount.

Verify the employee has NOT included Taxes or Vehicle Recovery fee (applies to In-state travel).

If booked outside of Concur-Traveler MUST include COMMENT-with valid business justification.

Booking Fee Pulled In (If booked through Concur).

HOTEL

- Is hotel receipt attached?
- Are the hotel cost itemized? *[All hotel receipts and expenses must be itemized-if not push back & request itemization ]*
- Is Traveler's HOME address & WORK address over 50 miles      **Yes**      **No**      (circle one)  
If No, requires pre-approval memo
- If booked outside of Concur-Traveler MUST include COMMENT-with valid business justification.
- Booking Fee Pulled In (If booked through Concur).

AIR TRAVEL

- If booked outside of Concur-Traveler MUST include COMMENT-with valid business justification.
- Booking Fee Pulled In (If booked through Concur).

**Receipts Tab:**

- Click *Receipts Required* to detail receipts required by Statewide Travel Policy (TCSG procedures require receipts for fuel and parking regardless of amount).
- Click **View Receipts in New Window** or **View Receipts in Current Window** to view *ALL* receipts attached to the report.
- Is there an agenda attached? (if applicable)

**Attachments:**

- Click Attachments and then select View receipts in a new window. You will be able to view any documents attached to the Cash Advance (if applicable)

**Approve or Deny Reports:**

- Select **Send Back to Employee, Approve, or Approve and Forward**