Step 1: In your Concur main page, click on “Required Approvals” on the header menu. Click on the Expense Reports tab.

Click on the Expense Reports tab (if not selected already). Then click on the document ID of the Expense Report that you want to approve.
Step 2: Review the corresponding Travel Request summary (Request).

Click on the document ID of the Travel Request name under “Requests”.

Travel Request information will be displayed to review.

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/12/2022</td>
<td>Meal for Traveler Only</td>
<td>$45.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>09/12/2022</td>
<td>Hotel Room Only</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>09/12/2022</td>
<td>Airfare (Reimbursement)</td>
<td>$550.00</td>
<td>$550.00</td>
</tr>
</tbody>
</table>

**Request Summary**

- **Request ID**: A99W
- **Name**: Traveler, L. Austin 091022
- **Minimum Departure Date**: 09/10/2022
- **Approval Status**: Approved
- **Total Approved Amount**: $1,400.00

**Traveler Profile**

- **Traveler First Name**: Linda
- **Traveler Last Name**: Traveler
- **ID**: 0000001
- **Email Address**: 
- **Default Manager Name**: Supervisor, Kevin
- **Default Manager Email**: 
- **Country of Residence**: UNITED STATES
- **Business Unit**: University of Houston
- **Department**: H0116 DEAN, PHARMACY
- **Fund Type**: LOCAL
- **Fund Code**: 2080
- **Program**: D0623
- **Project**: NA
Step 3: Review the Expense Report (Expense).

Go to the Print/Email tab and select the “UH Detailed Report”.

The system will display the Expense Report information. Place a checkmark to “Show Itemizations”.

Expense Report
Report Name: Traveler, L. Austin 091022

Employee Name: Traveler, Linda T.
ID: 0000001

Report Header
Policy: *UH Expense Policy
Business Purpose: Attend Conference
Report Id: 5527982453AF49D8B259
Receipts Received: Yes
Report Date: 09/14/2022
University of Houston Concur Instructions
Approving an Expense Report

Step 4: Review the receipts.

All of the attached documents can be viewed by selecting “Receipts”, followed by either “View Receipts in new window” or “View Receipts in current window”. Individual receipts can be viewed by hovering over the blue icon next to each expense type, or selecting an expense type, followed by “Receipt Image”.

Step 5: Approve or send back the Expense Report.

Select “Approve” to approve.

Select “Send Back to Employee” if you want to send the Expense Report back to the employee.

Select “Approve & Forward” to obtain additional approval from an employee (must have a Concur profile) that is not in the workflow. After the additional approval is obtained, the Expense Report will go back into workflow and be placed in the next approver’s queue.