



Concur 2.0 – Guide for Approvers

As a Concur approver, you are responsible for reviewing expense reports submitted on the cost object(s) for which you are the approver. When a report comes to you for approval, you will need to review the report header, expense list, itemizations and allocations, and make sure that the required receipts are attached. If a report passes your review, you may approve it. If a report requires changes, you may send it back to the submitter with a comment detailing the necessary changes. The following pages guide you through the approval process in Concur.

For assistance:

Travel Services, Office of the Vice President for Finance <u>travelsupport@mit.edu</u>

617-253-8366

When a report is submitted using a cost object for which you are the approver, you will receive an email notification from Concur:

	Tue 10/14/2014 11:35 AM AutoNotification@ Informational: Expense	Dconcursolutions.com Report Pending Your Approval	
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When you receive such an email, enter Concur on your web browser to access and review the report. The following pages outline the basic steps to take when reviewing an expense report as cost object approver.



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You can view reports that you have approved once they have been approved by VPF Travel. To view your approved reports, click **Approvals > Reports > View** and then select an option from the drop-down menu.

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Reports you Approved this Quarter	eport		08/14/2014	10/14/2014	\$3,038.00	\$142.96	\$3,028.00
Reports you Approved last Quarter	not be charged to a WBS Ad	count.					
Reports you Approved this Year	entry level exceptions.						
Reports you Approved last Year							
All Reports you Approved							
K < Page 1 of 1 > > 🗘						Displa	ying 1 - 1 of 1

Remember the basic steps to reviewing and approving expense reports:

- **Review the report header**, and **confirm** the name, dates, trip purpose and classification are correct.
- **Open the receipts** to make sure all the required receipts are included and that anything unallowable or non-reimbursable has been itemized correctly.
- Check itemizations and allocations within the expense list.
- Then, approve the report or send back for changes.

Resources and Policy Notes

Common Send-back Reasons

- Missing receipts/missing itemized receipts
- Business/first class airfare or upgrade fees not itemized
- Missing comments on miscellaneous expenses, other fee, materials, incidentals, etc. all need description confirming their relation to the trip purpose
- Alcohol not itemized
- Meals on hotel bill: need confirmation no alcohol was included or alcohol must be itemized if it was purchased

Unallowable Trip Purposes: May not be used with sponsored cost objects

- Resource Development
- Retreat
- Prospective Student Visit
- President Travel
- Fundraising

Unallowable Expense Types: May not be used with sponsored cost objects:

- Alcohol
- Gift
- Upgrade Fee Airfare Difference (Itemization)
- Entertainment Other
- Non-Recoverable Expenses
- Misc. Promotional Expense