Approver Role

User Guide for the E-Travel System

If you are an immediate supervisor or a fund manager, you will find in this user guide all the information that you need in order to approve request and expenses claims.
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HOW TO APPROVE REQUESTS TO TRAVEL

If you are an immediate supervisor or a fund manager, you will receive an email notification when you will have a request that is pending your approval. You can click directly on the link located in the email notification in order to do the approval (in this case, your page will open directly within the request that requires your approval), or you can simply log in to the Home Page of Concur using the E-Travel user webpage url: http://www.uottawa.ca/financial-resources/etravel

When you log in, you will see your home page. The number of reports in your approval queue will be listed in Required Approvals.

You can access your approval queue in three ways:

1. Required Approvals under My Tasks
2. Required Approvals on the task bar
3. Directly on the Approvals heading
Once you are within the Approval module, you will notice two tabs; Request and Expense Reports. Click the title of the request (in blue) you would like to review and approve.

**Note**: If you clicked directly on the link from the email notification, you will be automatically routed to the Request that requires your approval.

The screen will show you all the expenses that the traveller is planning to incur. The name of the traveller is showing at the top of the screen, where the request ID appears. The amount requested is at the top right corner. Review this request carefully (See Annex A).

Once you have finished reviewing, you can:

1. If everything is fine, click on the **Approve** button.
2. If you can’t approve this request because you notice an error, click on **Send Back Request**.
3. If you believe this request should be approved by someone else, you can click on the **Approve & Forward** button, this way, you will be able to select the name of this person. The document will then appear in the approval queue of that person before being automatically sent to the compliance officer.
Annexe A – Request details

There are different tabs within the request that requires your attention.

**Request Header**
Here is where you can review the trip type, relationship with the research project; cash advance requests and the FOAP.

**Segments**
Give an estimate of the expenses that the traveller plans to incur.

**Expense summary**
Just like the segments, this tab will allow you to review each expense that the traveller plans to incur during his trip.

**Approval Flow**
Allows you to verify that the person that should approve this request are properly selected by the traveller.

**Audit Trail**
Allows you to know all the steps that had been taken within this request.

**Attachments**

If the traveller attached a document to his request, per example a conference program, you can consult the attachment by clicking Attachments, then Check Documents.

You can also print or email this request if necessary.

**Exceptions message**

In order to review the exceptions and warning messages, you can click on each individual line where the triangle or the circle appears.
HOW TO APPROVE EXPENSES REPORTS

If you are an immediate supervisor or a fund manager, you will receive an email notification when you will have an expense claim that is pending your approval. You can click directly on the link located in the email notification in order to do the approval (in this case, your page will open directly within the expense claim that requires your approval), or you can simply log in to the Home Page of Concur using the E-Travel user webpage url: http://www.uottawa.ca/financial-resources/etravel

When you log in, you will see your home page. The number of reports in your approval queue will be listed in Required Approvals.

You can access the queue of expense reports in three ways:

1. **Required Approvals** under My Tasks
2. **Expense Reports** under My Tasks
3. **Required Approvals** on the task bar

Once you will be in the approval screen, you will notice two tabs, one for the approval of the request and one for the approval of the expense claims. Click the title of the expense report **(in blue)** you would like to review and approve.
Note: If you clicked directly on the link from the email notification, you will be automatically routed to the Expense Claim that requires your approval.

The Expense Report window will open, showing you a list of expenses incurred by the traveller on the left and the Report Summary on the right. Review the details of each expense type. (See Annex B).

Once you have finished reviewing, you can:

1. If everything is fine, click on the Approve button.
2. If you can’t approve this Expense Report because you notice an error, click on Send Back Request.
3. If you believe this Expense Report should be approved by someone else, you can click on the Approve & Forward button, this way; you will be able to select the name of this person. The document will then appear in the approval queue of that person before being automatically sent to the compliance officer.
Annex B – Expense Report details

The menu Details contains multiple elements that could be relevant for your review.

Report Header
Here is where you can review the trip type, relationship with the research project, cash advance requests and the FOAP.

Totals
Allows you to validate the amount that will be reimbursed to the traveller, to verify if a cash advance was applied to this report, etc.

Audit Trail
Allows you to know all the steps that had been taken within this expense report.

Approval Flow
Allows you to verify that the person that should approve this request is properly selected by the traveller.

Comments
Allows you to add a comment on this expense report or review the comments already made.

Allocations
Allows you to verify the FOAP for each expense, especially when the expenses are allocated against multiple FOAPs.

Itineraries
Allows you to know the itineraries of the trip.

Expenses & Adjustments
Allows you to verify if the traveller marked some meals as included in the trip.

Reimbursable Allowances Summary
Allows you to know the reimbursable limit for the meals, the amount claimed, the amount over the limit for each day of the trip.
Attachments

To review all the receipts, Missing receipts affidavit, boarding passes or any other attachments that support the expense claim, place your mouse over the blue icon. All the attachments will appear on the screen and you will be able to scroll down through each one of them.

You can also view all the receipts or attachments by clicking on the menu Receipts then View Receipts

Exceptions messages

In order to review the exceptions and warning messages, you can click on each individual line where the triangle or the circle appears.

NOTE: Review the Approver Checklist as a reminder of what need to be reviewed.
# APPROVER CHECKLIST

## Requests

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business purpose is valid.</td>
</tr>
<tr>
<td>Requestor has a cash advance.</td>
</tr>
<tr>
<td>Requestor has a cash advance(s) more than 30 days old.</td>
</tr>
</tbody>
</table>

## Expense reports

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business purpose is valid.</td>
</tr>
<tr>
<td>Pre-approval is attached (non-APUO members and approved travellers).</td>
</tr>
<tr>
<td>Outstanding cash advance has been applied.</td>
</tr>
<tr>
<td>Personal amounts have been removed from expenses.</td>
</tr>
<tr>
<td>An itinerary has been created for per diems.</td>
</tr>
<tr>
<td>The expense type is correct.</td>
</tr>
<tr>
<td>Each receipt matches the expense item.</td>
</tr>
<tr>
<td>The receipt dates match the expense item dates.</td>
</tr>
<tr>
<td>The flight dates match the receipt.</td>
</tr>
<tr>
<td>Attendees are listed.</td>
</tr>
<tr>
<td>Travellers using a research fund have permission to travel.</td>
</tr>
<tr>
<td>The expenses seem like reasonable expenses.</td>
</tr>
</tbody>
</table>

## Receipts

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt images are attached where necessary.</td>
</tr>
<tr>
<td>Missing receipt affidavit is attached.</td>
</tr>
<tr>
<td>Hard copies of receipts have been received.</td>
</tr>
</tbody>
</table>