



HOW TO APPROVE EXPENSE 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>

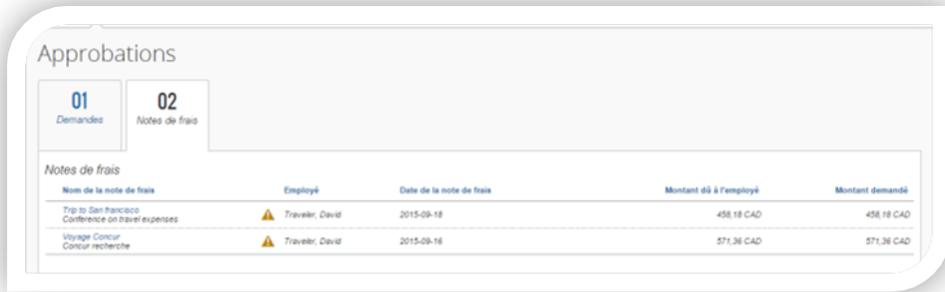
When you log in, you will see your home page. The number of reports in your approval queue will be listed in **Required Approvals**.

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

The screenshot shows the Concur user interface for a user named Georgette. The top navigation bar includes 'CONCUR', 'Requests', 'Expense', 'Approvals', and 'App Center'. A red arrow labeled '3' points to the 'Approvals' tab. Below the navigation bar, there are several widgets: 'New', '02 Required Approvals', '01 Authorization Requests', '05 Available Expenses', '02 Open Reports', and '02 Cash Advances'. A red arrow labeled '2' points to the '02 Required Approvals' widget. Below this is a 'COMPANY NOTES' section with a welcome message and a note for first-time users. The 'MY TASKS' section contains three main widgets: '02 Required Approvals', '05 Available Expenses', and '02 Open Reports'. A red arrow labeled '1' points to the '02 Required Approvals' widget. The '02 Required Approvals' widget lists two items: 'René A. | Approbation d'une demande' (2 360.00 CAD — Travel) and 'Ryan G. | Approval Video Training' (9 800.00 CAD — Expense). The '05 Available Expenses' widget lists items like 'Taxi' (12.00 CAD), 'Breakfast' (28.15 CAD), 'Taxi' (15.00 EUR), '41-MAISON' (34.07 CAD), and 'Prezofeedback' (51.85 GBP). The '02 Open Reports' widget lists items like 'Avion payé par PCARD' (1 001.95 CAD) and 'Demo Oct 27' (1 953.48 CAD Returned).

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).

Expenses

Date	Expense Type	Amount	Requested
2015-11-01	Airline tickets Abaeté Linhas Aéreas, Ottawa, Ontario	9 800,00 CAD	9 800,00 CAD

Report Summary

Report Totals		Amount Due Company	Amount Due Employee
		0,00 CAD	1 800,00 CAD

Cash Advances (1)

Cash Advance Name	Request Date	Amount Requested	Starting Balance	Available Balance
Compliance Training M...	2015-10-20	8 000,00 CAD	8 000,00 CAD	0,00 CAD

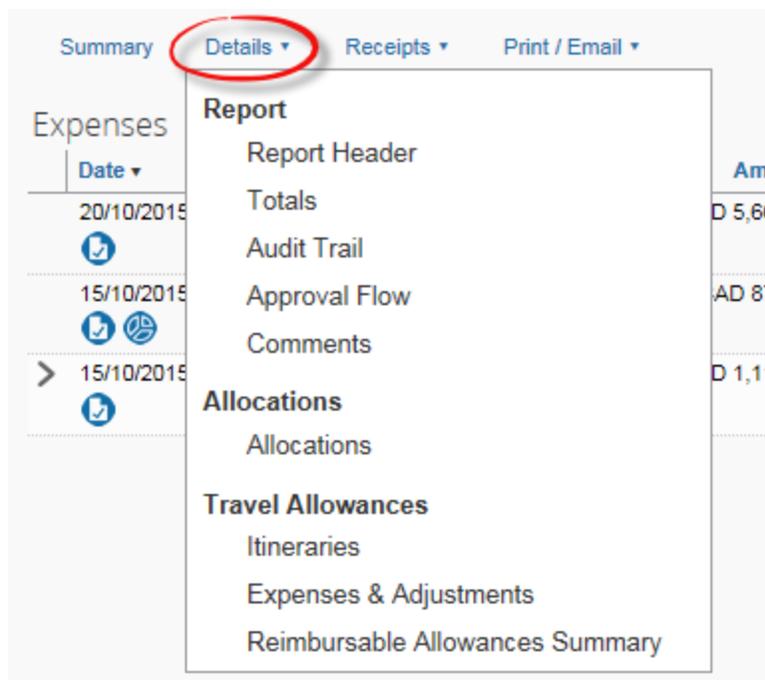
Once you have finished reviewing, you can:

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 multiples 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 reports.

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

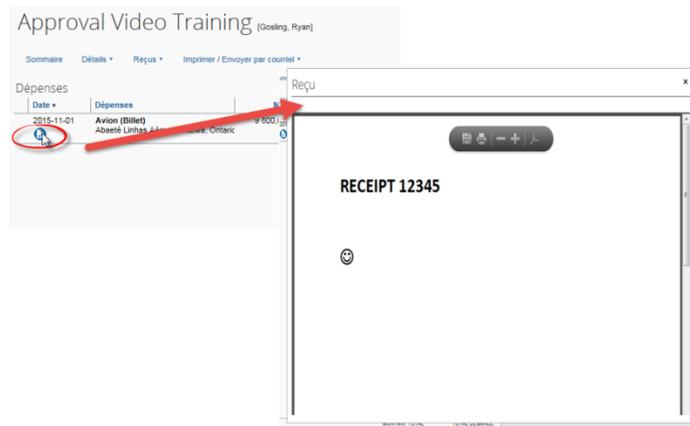
Allows you to verify if the traveller marked some meals as included in the trip.

Reimbursable Allowances Summary

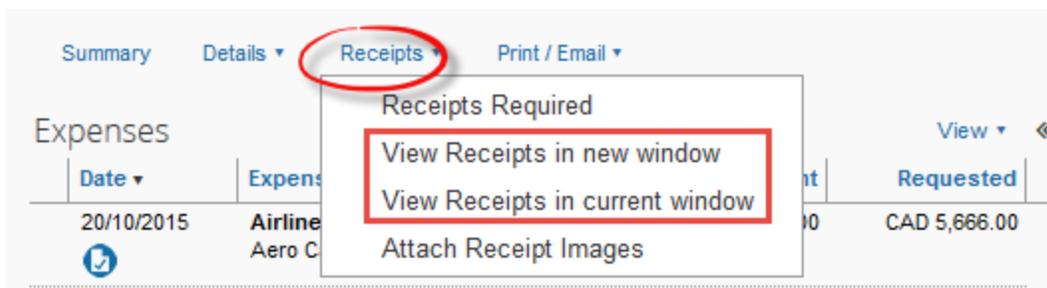
Allows you to know the reimbursable limit for the meals, the amount claimed, the amount over the limit for each day of the trip.

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.

Expenses				View	<<
Date	Expense Type	Amount	Approved		
> 09/10/2015	Hotel Ashley House, Pavia, ITALY	CAD 6,615.45 €4,500.00	CAD 6,615.45		
07/10/2015	Lunch Pavia, ITALY	CAD 44.01 €30.00	CAD 44.01		
06/10/2015	Dinner A+++ Restaurant, Pavia, ITALY	CAD 1,472.40 €1,000.00	CAD 112.87		
INFORMATION: If your original itemized receipts and other supporting documentation do not contain sufficient information or are not available, type an explanation in the Comment box, complete the Missing Receipts Affidavit and submit copies of other documents as proof of the expenses, as per Procedure 16-11.					
06/10/2015	Personal Car Mileage	CAD 403.92	CAD 403.92		