

Concur

Quick reference for Managers

This guide covers features of Concur used across multiple countries. Not all sections apply to every location, and certain aspects of the user experience or design layout may vary by country. However, the overall steps provided will allow you to complete any necessary tasks. Country specific requirements, if needed, are noted throughout the document.

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Approve Expense Report (desktop)

Approve Expense

1. Select **'My Tasks'**.
2. Select **'Required Approvals'**.
3. Select **'Expense Reports'**.
4. Select the report from the list on the Reports Pending Your Approval page.
5. Review the report details and then select Approve.

Request More Information

If you need more information before you approve, you will need to send an expense report back.

1. ON the Expense tab, select (enable) the **'Send Back Expense?'** check box.
2. Click **'Approve'**.
3. The Send Back to Employee/Expenses to Send Back window appears.
4. Enter a comment explaining why you are returning the expense.
5. Click **'OK'**.

Approval Tips

- To approve an expense report, you must be in the Concur desktop or mobile application. There are no external approval options.
- It is required that you review all expense lines and add comments as needed.

Additional Support

- Select the help icon (?) in the top right corner to access Concur training videos. Note, this does not open a new tab, right click to open the link in a new tab.
- Suggested videos: (best viewed in Microsoft Edge)
 - Reviewing and Approving an Expense Report (2 min)
 - Sending Back an Expense Report (2 min)
 - Adding an Additional Review Step (1 min)