

Travel & Expense User Guide

Approvers

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APPROVALS

Approver Overview

All Approvers in the Travel & Expense system should review and be familiar with the following policies [9.00 Expenditure Policy and Procedures](#) and [14.00 Travel](#)

Approvers should also complete the following training in EDGE Learning: [Travel & Expense University Card Training](#), [Fiscal Officer Training](#), and review all related training on the [Travel & Expense Training Page](#).

Types of Approvers

There are three main types of approvers within Travel & Expense:

- **Direct supervisor** – based on the employee’s HR profile data. This supervisor approver is part of the approval workflow for:
 - Travel Authorization Requests
 - New Card - Card Services Requests
- **Budget approver/Fiscal Officer** – pulled from UAccess Financials, this is the Fiscal Officer connected with each account. This fiscal officer approver is part of the approval workflow for:
 - Travel Authorization Requests
 - Card Services Requests (all types)
 - Travel Expense Reports
 - Non-Travel Expense Reports
 - ProCard statement Reports
- **Exception approver/Account Manager** – pulled from UAccess Financials, this is the Account Manager connected with each account. Exception approvals vary by scenario and are part of the approval workflow only when the exception occurs (e.g., Travel Authorization not submitted 5 days before travel, Flight upgrade requests, Hotel expenses exceeding State rates, per-person meal limit exceeded, etc.).

General Approver Responsibilities

Below are general approver responsibilities within Travel & Expense. For any university-specific responsibilities, consult with the local Finance, Procurement, or Travel teams.

Direct Supervisor	Budget Approver/Fiscal Officer	Exception Approver/Account Manager
Travel Authorization: <ul style="list-style-type: none"> • Review destination and related alerts (e.g., high hazard destinations, international, etc.) • Confirm/Approve business purpose of trip • Review all expenses and attachments for reasonableness, completeness, and compliance • Confirm/Approve the time away from regular duties to be 	For all Requests & Reports: <ul style="list-style-type: none"> • Validate chart string (account, object code, sub-account, project code, etc.) • Confirm/Approve business purpose • Review expenses to confirm they align with approved budgets • If a Cash Advance (Travel Advance) was requested, ensure it aligns with policy 	For all Requests & Reports: <ul style="list-style-type: none"> • Review the exception item(s) and determine if approval or denial of the exception request is the correct course of action • If the exception is denied, send the report back to the user and ask them to remove the transaction and resubmit the report. • Validate chart string (account, object code, sub-account, project code, etc.) • Confirm/Approve business purpose

<p>on the UA business trip</p> <ul style="list-style-type: none"> • Add an additional approver if required to comply with department-specific policies and approval workflows <p>New Card Requests:</p> <ul style="list-style-type: none"> • Confirm/Approve that the employee should have a University Card to accomplish their job duties • Review the limits and card type to ensure compliance with job duties 	<ul style="list-style-type: none"> • Review for policy compliance • Confirm that all necessary documentation, such as agendas or other required attachments, is included and complete • Add any additional documentation or comments to ensure compliance and to meet audit standards • Add an additional approver if required to comply with department-specific policies and approval workflows 	<ul style="list-style-type: none"> • Review expenses to confirm they align with approved budgets • Review for policy compliance • Confirm that all necessary documentation, such as agendas or other required attachments, is included and complete • Add any additional documentation or comments to ensure compliance and to meet audit standards • Add an additional approver if required to comply with department-specific policies and approval workflows
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Approval Notification and Time

When an approver is included in the approval workflow, they will receive an email notification from Concur about the request or report that requires their approval. Approvers are asked to approve requests and reports in their queue within 5 days to ensure timely reimbursement and recording of expenses within the UAccess Financials system.

Approving a Request (Card Services and Travel Authorization)

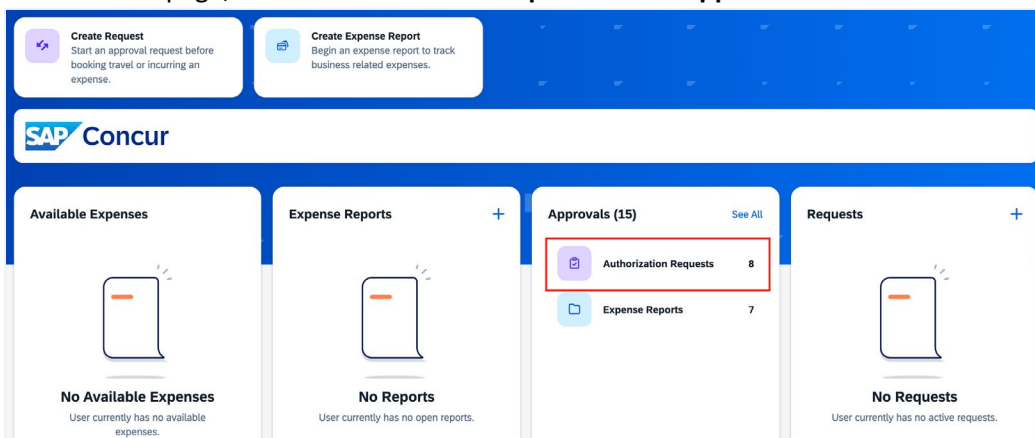
Note: The screen captures included in this document may look slightly different on-screen due to user interface changes made by Concur. When logged into Concur, refer to the [Concur Request End User Help \(Request Approval - Overview\)](#) for additional details.

The steps to open a request for review and approval are the same regardless of the type of request. However, there may be differences in the information provided in each type of request. Review and approve, or send the request back to the employee, based on compliance with university policy.

From the approval email notification, click on the link to access Concur. Or, follow the steps below to navigate to the Approval page.

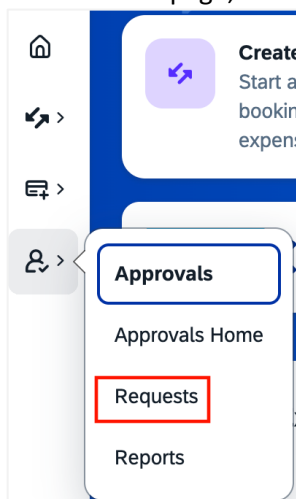
Approvals Page Viewing

1. On the home page, select **Authorization Requests** in the **Approvals** box



OR

On the home page, in the left menu, select the **Approvals** icon (👤) → **Requests**.



2. Once in the approvals tab, choose the approval type to review. For this example, choose Requests.

Approvals

03 Requests | 73 Expense Reports | 07 Statement Reports

Requests

Request Type	Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
Travel	ISBN/2026 To present my research at a symposium at the 2026 International Society for Behavioral Neuroscience meeting	797Q	Jessica Andrews-Hanna	02/29/2026 02/27/2026	12/27/2025	\$1,411.23
Travel	WinterConference@BrainResearch To present my research at a symposium at the 2026 Winter Conference on Brain Research	797P	Jessica Andrews-Hanna	01/27/2026 01/30/2026	12/27/2025	\$234.00
Authorization	Permanent Card Limit Change	64HT	Robert Griffin	05/28/2025	01/12/2026	

- The **Requests Pending your Approval** page lists the awaiting requests. Select the request you want to open.

Home / Approvals / Requests

Requests

Limit results to: Requests Pending your Approval

Search: Enter request ID

Requests Pending your Approval

Comment	Name	ID	Employee	Start Date	Required Approval Date	Total
	Test Card GH	ID: KLJR	User3 (PO) Test	02/26/2026		\$0.00
	Test Card LM	ID: KLJP	User5 (PO) Test	02/26/2026		\$0.00
	TEST Travel Request	ID: KKYF	User1 (PO) Test	02/02/2026		\$100.00

- In your Request Approvals you will see both Travel Authorization Requests and Card Services Requests. For the next example, we will review a card request.

Approvals

03 Requests | 73 Expense Reports | 07 Statement Reports

Requests

Request Type	Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
Travel	ISBN/2026 To present my research at a symposium at the 2026 International Society for Behavioral Neuroscience meeting	797Q	Jessica Andrews-Hanna	02/29/2026 02/27/2026	12/27/2025	\$1,411.23
Travel	WinterConference@BrainResearch To present my research at a symposium at the 2026 Winter Conference on Brain Research	797P	Jessica Andrews-Hanna	01/27/2026 01/30/2026	12/27/2025	\$234.00
Authorization	Permanent Card Limit Change	64HT	Robert Griffin	05/28/2025	01/12/2026	

Reviewing Card Services Request

- Once you have opened a Card Services Request, the first step in reviewing any request should be reviewing the **Request Header**. Click on the **Request ID** to open the request header to review the card type, default chart string, and any other relevant data for the request.

Test Card GH

Approve | Edit Approval Flow | Approve & Forward | Send Back to Employee

User3 (PO) Test | Pending Direct Supervisor Approval | Request ID: KLJR | 02/26/2026

Request Details | Attachments

EXPECTED EXPENSES

Add | Edit | Delete | Allocate

Comment	Expense type	Details	Date	Amount	Requested
	01. New Card		02/26/2026		

- Click **Cancel** or **Save** to return to the **Expected Expenses** page.

Edit Request Header
Copy of Krissy Whittier Test New Card Request ID: 7FPD

Required field *

Request Type Card Services Request	Card Service Request Name * Copy of Krissy Whittier Test New Card	Start Date * 05/13/2026
Type of Card * Individual PCard	Employee last name * Krissy Whittier UEF-Test	NET ID UEFETEST75
Campus * (MC) Main Campus	Org * (7701) Finance & Budget Admin	Account * (2554180) FNAB ADMIN OPS

Comment 0/500

Cancel Save

3. On the **Expected Expenses** page, click the line item to view the details (e.g., 01. New Card).
4. Review the information entered by the user.
 - a. For new cards, review the card type, limits requested, whether card training has been completed, and the justification for the card.

← → **01. New Card \$0.00** Save Cancel

05/20/2026

[Allocate](#)

Required field *

Request Date * 05/20/2026	Card Type * Departmental PCard	Spend Profile * ? 04. \$5,000/\$10,000
Does the card need to include the T&E Enhancement? * No	Name on Card: First Name * Beth Forster	Name on Card: Middle Name ?
Name on Card: Last Name * UEF Test	Name on Card (Departmental PCard Only) ? Vet Admin Dept	Business Phone Number * 555-555-5555
Mailing Address Line 1 * 1234 Anywhere St	Mailing Address Line 2	Mailing Address City * Tucson
Mailing Address State * Arizona	Mailing Address Zip/Postal Code * 12345	

Provide Business Purpose for New Card 63/64


Will be making operational purchases for the department regular

Note: if the card training has not been completed, the university card admin will wait until it is completed before issuing the new card. Be sure to communicate this to the employee requesting the card. When an employee completes the required training in EDGE Learning, they should download the certificate and attach it to their Card Services – New Card Request.


- ProCard Holders must complete the: [University ProCard Training](#)
- TravelCard and OneCard holders must complete the: [Travel & Expense University Card Training](#)

New Card Request

Beth Forster UEF Test | Pending Supervisor Approval | Request ID: 7FPP | 05/20/2026

Request Details ▾ Print/Share ▾ Attachments  ▾

EXPECTED EXPENSES

<input type="checkbox"/>	Alert \updownarrow	Expense type \updownarrow	Details \updownarrow	Date \downarrow	Amount \updownarrow	Requested \updownarrow
<input type="checkbox"/>		01. New Card	Will be making operational purchases for the department regular	05/20/2026		

- Click **Cancel** or **Save** to return to the **Expected Expenses** page to review any additional line items.
- See the [Approve the Request](#) section below for how to approve once you have reviewed.

Review Travel Authorization Request

Follow the steps in the [Approvals Page](#) section above to locate and open the travel authorization request.

1. Click on the **Request ID** to view the request header.

TEST Employee Travel with CA \$600.00

Approve Edit Approval Flow Approve & Forward Send Back to Employee

User5 (S.J) Test | Pending Direct Supervisor Approval | Request ID: **KLN4** | 01/21/2026 - 01/23/2026

Request Details Print/Share Attachments

CASH ADVANCES: 1

Amount
\$600.00

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> Air Ticket	San Francisco (SFO) - Dallas (DAL) : Round Trip	01/21/2026	\$600.00	\$600.00
				\$600.00

2. Review the **Request Header**. Things to consider:
 - a. Review the business purpose, dates, and destination, and see if high-hazard destinations are noted
 - b. Take note of any personal time, international travel, designated lodging, the chart string, etc.

Edit Request Header
WinterConferenceBrainResearch | Request ID: 79TP

Required field *

Request Type: OLD_Travel Authorization Request
Traveler Name: Jessica Andrews-Hanna
Trip Name: WinterConferenceBrainResearch

Business Travel Start Date: 01/27/2026
Business Travel End Date: 01/30/2026

Traveler Type: 01. Faculty/Staff
Trip Type: 02. Out-of-State
Trip Purpose: Conference/Professional Meeting

Duty Post: Other
Designated Lodging?: Yes
Detailed Business Purpose / Benefit to the University: 85/500
to present my research at a symposium at the 2026 Winter Conference on Brain Research

Main Destination City: BIG SKY, Montana
Main Destination Country: UNITED STATES (US)

International Travel Registry Number: n/a
Will this trip contain personal travel?: No
Personal travel dates:

Are you requesting a Travel Advance?: No
Requested Travel Advance Amount: \$ 0.00

Campus: (MC) Main Campus
Org: (7703) Travel Expense & Card Services
Account: (2554184) Accounts Payable OPS

Sub-Account Code
Project Code

Cancel Save

3. Click **Cancel** or **Save** to return to the **Expected Expenses** page.
4. On the **Expected Expenses** page, review any **Alerts** at the top of the screen.

Alerts: 1

REQUEST

Warning: Reminder: International travel must be registered prior to travel start date. View

7. On the **Expected Expenses** page, review the expected expenses. Click the line item to view details of the expected expense.
 - a. Review all expected expenses for reasonableness, completeness, and compliance. Make sure there are no expected expenses missing.
 - b. Review any attachments such as the confidence website or flyer, the agenda, or the meeting invite. Ensure the request has all appropriate documentation and backup.
 - c. If there is a Travel Allowance (Per Diem) request and/or a Cash Advance (Travel Advance), be sure to review these items for compliance and business purpose.

The screenshot shows a web interface for a 'Demo Travel Request \$1,329.00'. At the top, there are navigation links and an 'Alerts: 1' notification. Below the title, there are buttons for 'Create Expense Report', 'Copy Request', 'Cancel Request', and 'Close Request'. The request is marked as 'Approved' with ID '7FKP' and dates '04/06/2026 - 04/10/2026'. A red box highlights the 'Request Details', 'Print/Share', 'Attachments', and 'Manage Travel Allowance' menu items. Below this is a 'REPORTS: 2' summary table:

Amount	Remaining
\$1,101.69	\$1,248.43

The main section is titled 'EXPECTED EXPENSES' and contains a table with the following data:

Expense type	Details	Date	Amount	Requested	Remaining
Air Ticket	Tucson (TUS) - Denver (DEN) : Round Trip	04/06/2026	\$500.00	\$500.00	\$500.00
Car Rental	Denver, Colorado - Denver, Colorado	04/06/2026	\$445.00	\$445.00	\$364.43
Travel Allowances	Denver, Colorado	04/06/2026 - 04/10/2026	\$384.00	\$384.00	\$384.00
					\$1,329.00

Approve the Request

1. Once all line items of the request have been reviewed, click **Approve**.

The screenshot shows a web interface for a 'TEST Employee Travel with CA \$600.00' request. The request is in 'Pending Direct Supervisor Approval' status with ID 'KLN4' and dates '01/21/2026 - 01/23/2026'. A red box highlights the 'Approve' button in the top right corner, along with other buttons: 'Edit Approval Flow', 'Approve & Forward', and 'Send Back to Employee'.

2. Once the request has been approved, notification regarding the status of the request will be sent to the user (and delegate if opted into notifications) and the status will be noted on the user's **Manage Requests** page.

Send Back to User

During your review, you may choose to return the request to the user for correction.

1. Click **Send Back to Employee**.

The screenshot shows the same 'TEST Employee Travel with CA \$600.00' request page. A red box highlights the 'Send Back to Employee' button in the top right corner, next to the 'Approve', 'Edit Approval Flow', and 'Approve & Forward' buttons.

2. In the **Send Back to Employee** window, enter the **Reason for Sending Back the Request** and click **Send Back**.

Send Back to Employee

Comment History

Date/Time	Entered By	Comment
02/27/2026	User5 (SJ) Test	Past date for testing purposes

Add Comment

Reason for Sending Back the Request*

Add in your expected hotel expense

Cancel Send Back

3. The user will receive a notification via email that their request has been sent back with the comment.

Approve & Forward

During your review, you may choose to add an additional approver after your approval.

1. Click **Approve & Forward**.

TEST Employee Travel with CA \$600.00

User5 (SJ) Test | Pending Direct Supervisor Approval | Request ID: KLN4 | 01/21/2026 - 01/23/2026

Approve Edit Approval Flow Approve & Forward Send Back to Employee

Request Details Print/Share Attachments

2. The **New Approver** step appears after the current approval step. Enter the **Approver Name** and click **Approve & Forward**.

Note: Any added approvers must also be designated as approvers in Travel & Expense, or they will not appear in the **Approver Name** list.

Edit Approval Flow

Supervisor Approval

UEF Direct Supervisor Test

New Approver

Approver Name *

Search by Last Name

Budget Approval

Approve & Forward Cancel

Edit Approval Flow

Another option to add an approver is through the **Edit Approval Flow**. This allows the approver to add an additional approver(s) before or after the remaining approval steps.

1. Click **Edit Approval Flow**.

TEST Employee Travel with CA \$600.00

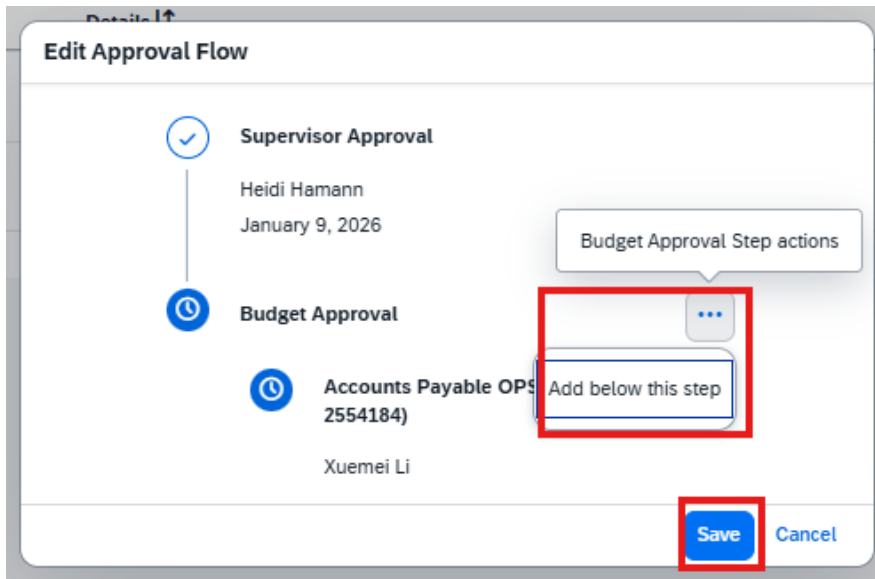
User5 (SJ) Test | Pending Direct Supervisor Approval | Request ID: KLN4 | 01/21/2026 - 01/23/2026

Approve Edit Approval Flow Approve & Forward Send Back to Employee

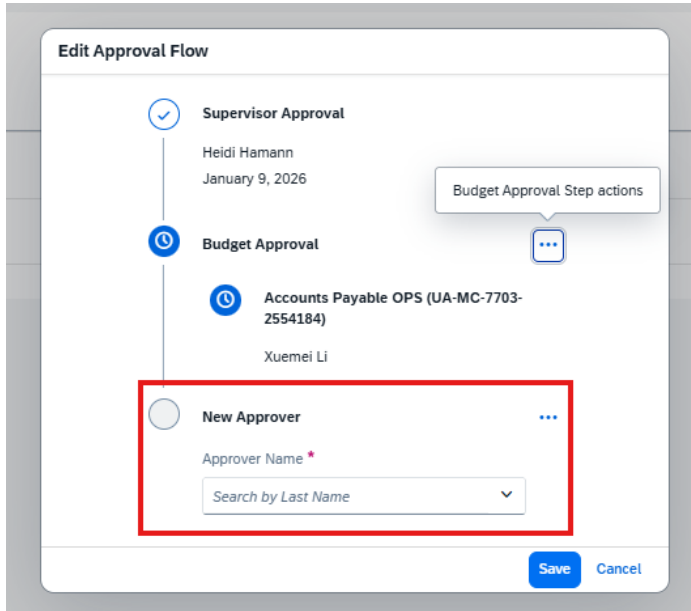
Request Details Print/Share Attachments

2. In the **Edit Approval Flow** window, select the **three dots** next to the approval step to add an approver

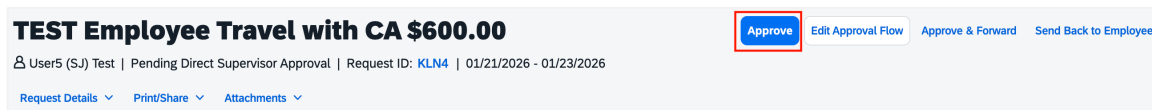
above or below that step.



3. The **New Approver** step appears. Enter the **Approver Name** and click **Save**.



4. Click **Approve**. The request then routes based on the edited approval flow.



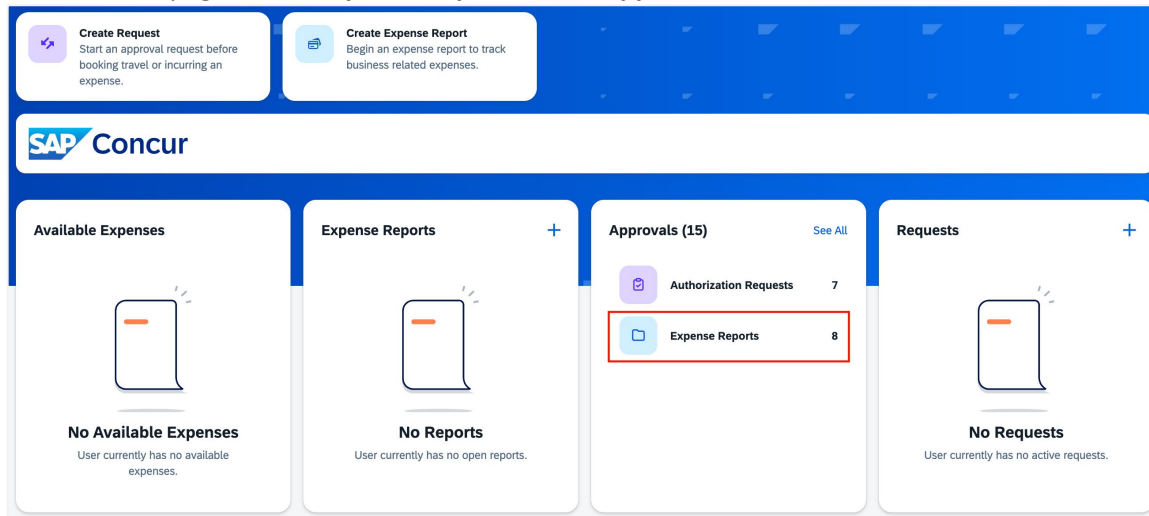
Approving an Expense Report or ProCard Statement Report

The steps for reviewing and approving an expense report or a ProCard statement report are the same. However, there may be differences in the types of expenses submitted on each report, so review each line item thoroughly. When logged into Travel & Expense, refer to the [Concur Expense End User Help \(Expense Report Approval - Overview\)](#) for additional details.

The expense report or ProCard statement report is reviewed by the Fiscal Officer. If there is an exception, it will also be routed to the Account Manager. Fiscal Officers and Account Managers (and their delegates) are responsible for ensuring that expenditures comply with university guidelines and all appropriate documentation has been made for audit purposes.

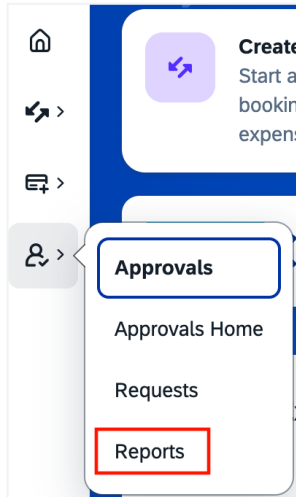
Approvals Page

1. On the home page, select **Expense Reports** in the **Approvals** box



OR

On the home page, in the left menu, select the **Approvals** icon (👤) → **Reports**.



The **Reports Pending your Approval** page lists the awaiting reports. The **Report Type = Expense Type** for expense reports or **Statement** for ProCard reports. Select the report you want to open.

Report List

Reports Pending your Approval (80)

View

Report Name	Begins With	Go	Report Name	Comments	Report Date	Date Submitted	Total	Amount Due Employee	Requested Amount
Expense Type	Beth Forster UEF Test		Non-Travel Demo 513		05/13/2026	05/13/2026	\$566.51	\$45.55	\$566.51
<p>⚠️ No approvers were found for cost object AG EDUCATION-INSTR (UA-AG-0108-1255045).</p>									
Expense Type	Rachel Hopkins UEF Test		Hopkins Non-Travel UEF Report		05/11/2026	05/11/2026	\$114.77	\$48.53	\$114.77
Expense Type	Yvonne Lara UEF Test		Yvonne Non-Travel UEF Report		04/27/2026	04/27/2026	\$114.77	\$48.53	\$114.77
Expense Type	Yvonne Lara UEF Test		Yvonne UEF Report with Alerts		04/27/2026	04/27/2026	\$112.90	\$112.90	\$112.90
<p>⚠️ This report has one or more entry level exceptions.</p>									
Expense Type	Yvonne Lara UEF Test		Yvonne Lara UEF Trip	Attending research admin meeting to stay up to date on compliance policies and procedures.	04/27/2026	04/27/2026	\$1,602.84	\$636.99	\$1,602.84
<p>⚠️ This report has one or more entry level exceptions.</p>									
Expense Type	Kieran Anderson UEF Test		SRO UEF Trip	Presenter	04/27/2026	04/28/2026	\$75.13	\$0.00	\$75.13
Expense Type	Jennifer Lawrence UEF Test		Jennifer Lawrence Non-Travel UEF		04/26/2026	04/26/2026	\$114.77	\$48.53	\$114.77
Expense Type	Jennifer Lawrence UEF Test		J.Lawrence UEF report w/alerts		04/26/2026	04/26/2026	\$112.90	\$112.90	\$112.90
Expense Type	Belinda Royala UEF Test		Non-Travel UEF Report		04/24/2026	04/24/2026	\$114.77	\$48.53	\$114.77
Expense Type	Belinda Royala UEF Test		UEF REPORT WITH ALERTS		04/24/2026	04/24/2026	\$112.90	\$112.90	\$112.90
<p>⚠️ This report has one or more entry level exceptions.</p>									
Expense Type	Sidney Eggleton		Test 423	Just exploring the software!	04/23/2026	05/01/2026	\$85.92	\$0.00	\$85.92
Expense Type	Lindsay Parsons UEF Test		Conference fee test		04/19/2026	04/19/2026	\$200.00	\$200.00	\$200.00
<p>⚠️ This report has one or more entry level exceptions.</p>									
Expense Type	Lindsay Parsons UEF Test		90 day test		04/05/2026	04/15/2026	\$478.90	\$478.90	\$478.90
<p>⚠️ APPROVER: The business travel end date of this report is greater than 90 days and requires Business Head review.</p> <p>⚠️ PROCESSOR: Report contains expenses exceeding 90 days, and will be reported as taxable income on the employer's W-2. Contact PNOV-Accounts-Payable@arbama.edu with questions.</p>									
Expense Type	Bianca Luvernes UEF Test		test		03/27/2026	03/27/2026	\$400.00	\$400.00	\$400.00
<p>⚠️ Notice: This report does not require Business Office review as the collage (group item) is not on the list for review.</p>									
Expense Type	Shannon Waldman UEF Test		SAW Non-Travel UEF		03/20/2026	03/20/2026	\$75.13	\$0.00	\$75.13
<p>⚠️ Notice: This report does not require Business Office review as the collage (group item) is not on the list for review.</p>									
Expense Type	Dawn Henderson UEF Test		Dawn Henderson		03/16/2026	03/16/2026	\$114.77	\$48.53	\$114.77
<p>⚠️ Notice: This report does not require Business Office review as the collage (group item) is not on the list for review.</p>									

Page 1 of 1 | Displaying 1 - 80 of 80

Review an Expense Report or ProCard Statement Report

1. On the **Expense Summary** page, review any **Exception** messages at the top, any linked **Requests** or **Cash Advances** in the Summary tab.

NOTE: ProCard Statement and Non-Travel Expense reports will not have requests or cash advances. These are limited to Travel Expense Reports only.

TEST Employee Travel with CA [User9 (S.J) Test] Send Back to User Approve Approve & Forward

Summary Details Receipts Print / Email Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
N/A			ACTION REQUIRED: There is an amount due to the University. Please visit the Bursar's/Cashier's Office and pay the amount due (Amount Owed Company in Report Details > Report Totals) and attach proof of payment to the report header.
Personal/Non ...	02/05/2026	\$66.16	This report contains expense(s) outside of the trip dates, please review for accuracy.

Expenses View << Summary

Expense Type	Vendor	Custom 11 - L...	Custom 12 - F...	Report Summary
Airfare	1Time Airline			Report Totals
Personal/Non ...	HCM*TRANSW...			Amount Due Company \$666.16
Agenda/Itinerar...				Amount Due Company Card \$142.33
Cash Advance ...				Amount Due Employee \$-66.16

Requests (1)

Request Name	Request ID	Amount Approved	Amount Remaining
TEST Employee Travel with CA	KLD3	\$600.00	\$600.00

Cash Advances (1)

Cash Advance Name	Request Date	Amount Requested	Starting Balance	Available Balance
TEST Employee Travel with CA	02/26/2026	\$600.00	\$600.00	\$0.00

2. Click on **Details** → **Report Header** to open the report header.

NOTE: ALWAYS check the report header first to see the information about the expense report and note the default chart string (Account, Sub-Account, Project Code).

TEST Employee Travel with CA [User9 (S.J) Test] Send Back to User Approve Approve & Forward

Summary **Details** Receipts Print / Email Hide Exceptions

Report Header

Exception

ACTION REQUIRED: There is an amount due to the University. Please visit the Bursar's/Cashier's Office and pay the amount due (Amount Owed Company in Report Details > Report Totals) and attach proof of payment to the report header.

This report contains expense(s) outside of the trip dates, please review for accuracy.

Expenses View << Summary

Expense Type	Vendor	Custom 11 - L...	Custom 12 - F...	Report Summary
Airfare	1Time Airline			Report Totals
Personal/Non ...	HCM*TRANSW...			Amount Due Company \$666.16
Agenda/Itinerar...				Amount Due Company Card \$142.33
Cash Advance ...				Amount Due Employee \$-66.16

Requests (1)

Request Name	Request ID	Amount Approved	Amount Remaining
TEST Employee Travel with CA	KLD3	\$600.00	\$600.00

Cash Advances (1)

Cash Advance Name	Request Date	Amount Requested	Starting Balance	Available Balance
TEST Employee Travel with CA	02/26/2026	\$600.00	\$600.00	\$0.00

TOTAL AMOUNT **\$742.33** TOTAL REQUESTED **\$76.17**

3. Review the **Report Header**. Items to review will vary based on the type of report.

Note: The chart field on the header is the default for each transaction in the report unless the transaction has been allocated.

Additional details to review for travel expense reports:

Any personal days on request and whether expenses were claimed on those dates.

Report header for: K Whittier UEF Wednesday

Report Type: *Travel Expense Report | Trip Name: K Whittier UEF Wednesday

Traveler Type: 01. Faculty/Staff | Trip Type: 02. Out-of-State | Trip Purpose: Conference/Professional Meeting | Duty Post: Tucson

Business Travel Start Date: 03/03/2026 | Business Travel End Date: 03/05/2026 | Did this trip contain personal travel?: No | Personal travel dates: []

Campus Code: (MC) Main Campus | ORG Code: (7701) Finance & Budget Admi | Account Code: (2554180) FNAB ADMIN OPS | Sub-Account Code: (TRAIN) Educational Training ar

Project Code: []

Comment: [] | Employee Name: Krissy Whittier UEF Test | Receipts Received: Yes | Cash Advance Return Received: None Selected

Cash Advance Utilized Amount: 0.00

Requests | Authorization Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
K Whittier UEF Wednes...	7FGR	No	\$1,090.00	\$1,090.00	\$175.47

Save Cancel

4. Click **Cancel** or **Save** to return to the **Expense Summary** page.
5. From the main approver dashboard, review the materials along the headers and dropdowns. Pay special attention to:
 - a. The attached documentation, which should include a meeting invite or conference flyer and an agenda.
 - b. Travel Allowance (Per Diem) review, ensuring an agenda was provided showing which meals were provided
 - c. Cash Advance (Travel Advance) if one was requested, ensure it has been settled properly, and if a repayment to the University is required, it has been cross-referenced.
 - d. Any linked Travel Request Form, if applicable.

[← Back to Report List](#)

K Whittier UEF Wednesday

[Krissy Whittier UEF Test]

Summary | Details | Receipts | Print / Email

Exceptions

Expense Type	Date	Amount	Exception
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6. Select each transaction line item to review the **Summary** data in the right panel. The [general approver responsibilities](#) section provides guidance for review.

K Whittier UEF Wednesday [Krissy Whittier UEF Test] Send Back to Employee Approve

Summary Details Receipts Print / Email Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Airfare	02/11/2026	\$346.53	Missing required field: Class of Service, Passenger Name.
Lodging - Hotel	03/05/2026	\$446.95	Missing required field: Attendees.

Expenses

Transaction D...	Expense Type	Enter Vendor ...	Business Pur...	City of ...	Payme...	Amount
03/05/2026	Daily Allowance		2026-03-03 - 2...	San Die...	Out-of-P...	\$57.0
03/05/2026	Lodging - Hotel	Hampton Inn ...	Who What Wh...	San Die...	Out-of-P...	\$446.9
03/04/2026	Daily Allowance		2026-03-03 - 2...	San Die...	Out-of-P...	\$76.0
03/03/2026	Daily Allowance		who what whe...	San Die...	Out-of-P...	\$57.0
02/11/2026	Airfare	Fines	Who What Wh...	San Die...	One Card	\$346.5

Missing required field: Class of Service, Passenger Name.

COST OBJECT APPROVED AMOUNT **\$983.48**

Expense Receipt Image Summary

Expense Type
Airfare

Trip Type
02. Out-of-State

Trip Purpose
Conference/Professional Meeting

Business Purpose Statement
Who What When where Why How

Class of Service

Passenger Name
Krissy Whittier

Ticket Number

Save Allocate Attach Receipt

Allocate Transaction(s) to Another Chartfield String

Approvers have the ability to update the chartfield string without sending the report back to the user. If the chartfield string is owned by a different Fiscal Officer, that Fiscal Officer will automatically receive the request or report for review.

Note: Expense types (object codes) are not considered part of the chartfield string. If the expense type needs to be updated, the report will need to be sent back to the user as approvers are unable to make updates to the expense type.

- From the Expense summary of the transaction, click **Allocate**.

Expenses

Transaction D...	Expense Type	Enter ...	Business Pur...	City of Purch...	Payment Type	Amo...	Adjuste...
02/19/2026	Daily Allowance (Incidentals)		2026-02-17 - 2...	San Diego, Cal...	Out-of-Pocket	\$3.75	\$3.75
02/19/2026	Daily Allowance		2026-02-17 - 2...	San Diego, Cal...	Out-of-Pocket	\$57.00	\$57.00
02/19/2026	Lodging - Hotel	Embas...	hotel for confe...	San Diego, Cal...	Out-of-Pocket	\$446...	
02/18/2026	Daily Allowance		2026-02-17 - 2...	San Diego, Cal...	Out-of-Pocket	\$76.00	\$76.00
02/18/2026	Daily Allowance (Incidentals)		2026-02-17 - 2...	San Diego, Cal...	Out-of-Pocket	\$5.00	\$5.00
02/17/2026	Daily Allowance		2026-02-17 - 2...	San Diego, Cal...	Out-of-Pocket	\$57.00	\$57.00
02/17/2026	Daily Allowance (Incidentals)		2026-02-17 - 2...	San Diego, Cal...	Out-of-Pocket	\$3.75	\$3.75
01/11/2026	Airfare	Glass...	airfare for conf...	San Diego, Cal...	Test One Card	\$380...	\$380.57

COST OBJECT APPROVED AMOUNT **\$1,030.02**

Expense Summary

Expense Type
Daily Allowance

Trip Type
02. Out-of-State

Trip Purpose
Conference/Professional Meeting

Business Purpose Statement
2026-02-17 - 2026-02-19 : 3 day(s)

Transaction Date
02/19/2026

Destination City
San Diego, California

Payment Type
Out-of-Pocket

Amount
\$57.00 USD

Reviewed
No

Approved Amount
\$57.00

Travel Allowance

Comment

Request
02/17/2026, \$190.00 - Joe Smil

Save Allocate Attach Receipt

- If multiple transactions need to be allocated, from the **Allocations for Report** window, click **Cancel** on the *Allocations* section of the screen to be able to select from the *Expense List*.

Allocations for Report: Joe Smith UEF Trip

Expense List

Allocate Selected Expenses Clear Selections View

Allocations

Total: \$57.00 Allocated: \$57.00 (100%) Remaining: \$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	Chart Code	Campus Code	ORG Code	Account Code	Sub-Account ...	Project Code	Code
100	(UA) University...	(MC) Main Ca...	(9958) Acad ...	(1181644) Ac...			UA-MC-9958...

Expense List Table:

Date	Expense T...	Group	Amount
<input type="checkbox"/>	02/19/2026	Daily Allow...	\$3.75
<input checked="" type="checkbox"/>	02/19/2026	Daily Allow...	\$57.00
<input type="checkbox"/>	02/18/2026	Daily Allow...	\$76.00
<input type="checkbox"/>	02/18/2026	Daily Allow...	\$5.00
<input type="checkbox"/>	02/17/2026	Daily Allow...	\$57.00
<input type="checkbox"/>	02/17/2026	Daily Allow...	\$3.75
<input type="checkbox"/>	01/11/2026	Airfare 1	\$380.57
Lodging - Hotel			
<input type="checkbox"/>	02/19/2026	Internet/Ph...	\$8.95
<input type="checkbox"/>	02/18/2026	Lodging - H...	\$189.00
<input type="checkbox"/>	02/18/2026	Lodging Tax	\$30.00
<input type="checkbox"/>	02/17/2026	Lodging - H...	\$189.00
<input type="checkbox"/>	02/17/2026	Lodging Tax	\$30.00

Save Cancel Done

3. From the **Expense List**, mark the checkbox in the expense line(s) to allocate. Then, click **Allocate Selected Expenses**.

Allocations for Report: Joe Smith UEF Trip

Expense List

Allocate Selected Expenses Clear Selections View

Allocations

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	Chart Code	Campus Code	ORG Code	Account Code	Sub-Account ...	Project Code	Code

Expense List Table:

Date	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	02/19/2026	Daily Allow...	\$3.75
<input checked="" type="checkbox"/>	02/19/2026	Daily Allow...	\$57.00
<input checked="" type="checkbox"/>	02/18/2026	Daily Allow...	\$76.00
<input checked="" type="checkbox"/>	02/18/2026	Daily Allow...	\$5.00
<input checked="" type="checkbox"/>	02/17/2026	Daily Allow...	\$57.00
<input checked="" type="checkbox"/>	02/17/2026	Daily Allow...	\$3.75
<input type="checkbox"/>	01/11/2026	Airfare 1	\$380.57
Lodging - Hotel			
<input type="checkbox"/>	02/19/2026	Internet/Ph...	\$8.95
<input type="checkbox"/>	02/18/2026	Lodging - H...	\$189.00
<input type="checkbox"/>	02/18/2026	Lodging Tax	\$30.00
<input type="checkbox"/>	02/17/2026	Lodging - H...	\$189.00
<input type="checkbox"/>	02/17/2026	Lodging Tax	\$30.00

Save Cancel Done

4. In the Allocation section, click **Add New Allocation**.

Allocations for Report: Joe Smith UEF Trip

Expense List

Allocate Selected Expenses Clear Selections View

Allocations

Total:\$202.50 Allocated:\$202.50 (100%) Remaining:\$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	Chart Code	Campus Code	ORG Code	Account Code	Sub-Account ...	Project Code	Code
100	(UA) University...	(MC) Main Ca...	(9958) Acad ...	(1181644) Ac...			UA-MC-9958...

Save Cancel Done

- Update the chartfield string segments for the new allocation. Toggle the **Allocate By** button to switch from *Percentage* to *Amount*. Click **Save** when the additional allocations have been added.

Allocations for Report: Joe Smith UEF Trip

Expense List

Allocate Selected Expenses Clear Selections View

Allocations

Total:\$202.50 Allocated:\$202.50 (100%) Remaining:\$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	Chart Code	Campus Code	ORG Code	Account Code	Sub-Account ...	Project Code	Code
50	(UA) University...	(MC) Main Ca...	(9958) Acad ...	(1181644) Ac...			UA-MC-9958...
50	(UA) University...	(MC) Main Ca...	g & Learning	(1181644) Ac...			UA-MC-9958...

Type to search by:

Text Code

(Code) Text

(8909) A Center

(9958) Acad Affrs Teaching & Learning

(EL11) Academics

(1704) Access & Information Services

(7702) Acctg & Tax Services

(8712) Adaptive Athletics

(EL20) Admin Misc.

(9522) Admin Technologies

(AD04) Administration

Save Cancel Done

Approve the Report

- Once all line items of the report have been reviewed, click **Approve**.

TEST Employee Travel with CA [User9 (S.J) Test]

Send Back to User Approve Approve & Forward

Summary Details Receipts Print / Email Hide Exceptions

- Once the report has been approved, notification regarding the status of the report will be sent to the user (and delegate if opted into notifications) and the status will be noted on the user's **Manage Reports** page.

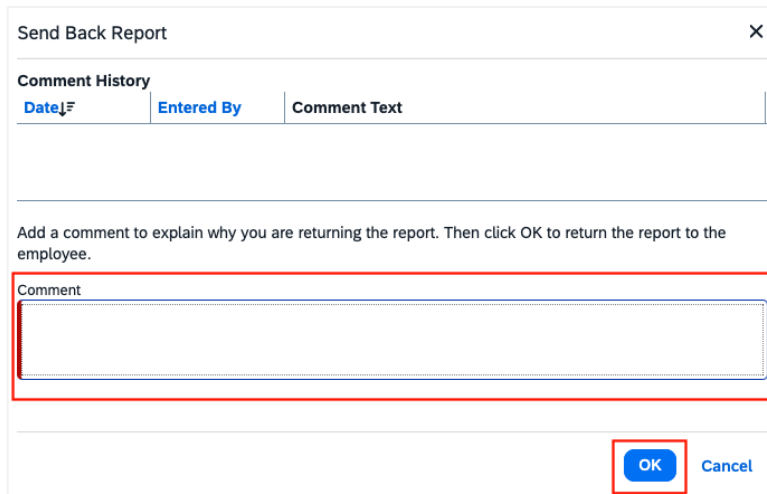
Send Back to User

During your review, you may choose to return the report to the user for correction.

1. Click **Send Back to User**.



2. In the **Send Back Report** window, enter a **Comment** regarding why the report is being sent back and click **OK**.

A screenshot of the "Send Back Report" dialog box. It has a title bar with a close button (X). Below the title bar is a "Comment History" section with columns for "Date", "Entered By", and "Comment Text". Below that is a text area with the instruction: "Add a comment to explain why you are returning the report. Then click OK to return the report to the employee." Below the text area is a "Comment" text input field, which is highlighted with a red rectangular box. At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red rectangular box.

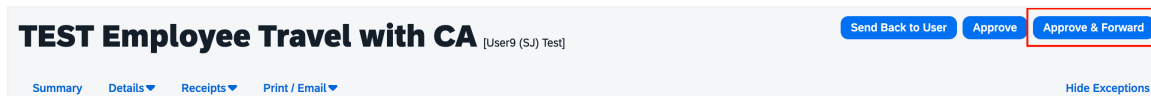
3. The user will receive a notification via email that their report has been sent back with the comment.

Approve & Forward

During your review, you may choose to add an additional approver after your approval.

Note: Not all approvers will have this button available. If an additional approver is needed on the report, refer to the **Edit Approval Flow** step below.

1. Click **Approve & Forward**.



2. In the **Approve & Forward** window, enter the **User-Added Approver**, a **Comment** to inform the added approver why they are receiving the report, and then click **Approve & Forward**.

Note: Any added approvers must also be designated as an approver within Travel & Expense or they will not show up in the **Approver** list.

Approve & Forward Report: TEST Employee Travel with CA ×

User-Added Approver:

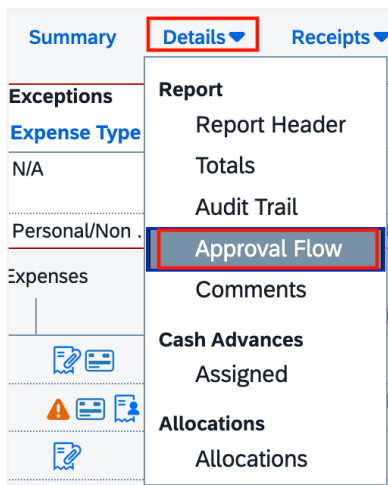
Comment :

Approve & Forward
Cancel

Edit Approval Flow

Another option to add an approver is through the **Approval Flow** window. This allows the approver to add an additional approver(s) before or after the remaining approval steps.

1. Click on **Details** → **Approval Flow**.



2. In the **Approval Flow for Report** window, select the **plus sign** next to the approval step to add an approver above or below that step.

Approval Flow for Report: K Whittier UEF Wednesday

→ Fiscal Officer:

▼ A STEM Education Program Encompassing As (UA-MC-2305-3034660)

▼ FNAB ADMIN OPS (UA-MC-7701-2554180)

Approve Send Back

Save Workflow Cancel

3. The **New Approver** step appears. Enter the **User-Added Approver Name** and click **Save Workflow** (or click **Approve** from this window and the report routes based on the edited approval flow).

Approval Flow for Report: K Whittier UEF Wednesday

→ Fiscal Officer:

▼ A STEM Education Program Encompassing As (UA-MC-2305-3034660)

▼ FNAB ADMIN OPS (UA-MC-7701-2554180)

User-Added Approver:

⊕ ⊕ ✕

Approve Send Back

Save Workflow Cancel









4. Click **Approve**. The report routes based on the edited approval flow.

K Whittier UEF Wednesday [Krissy Whittier UEF Test]

Send Back to Employee Approve

Helpful Icons When Approving

When reviewing Requests, Expense Reports, and ProCard Statement Reports, Concur icons will be displayed on line items to provide the approver with a quick visual on important details that are included. The table below includes examples of the more common icons and their description. When logged into Travel & Expense, refer to the [Concur End User Help \(search for icons\)](#) for a full list.

Icon	Name	Description
	Warning	An exception warning has been triggered. Review for details.
	Attachment	Attachment included. Review for details.
	Credit Card	Expense entry is from a CSU provided credit card.
	Comment	Comment included. Review for details.
	Attendees	Attendees included. Review for details.
	Personal Expense	Expense entry is for a university credit card transaction that has been marked as personal. Review of details. The cardholder is responsible for reimbursing the university.
	Allocation	Expense entry has been allocated to a chartfield other than (or in addition to) the default chartfield indicated at the header level.
	Missing Receipt	Expense entry required a receipt but the original receipt was not available. The missing receipt affidavit was used.