Traveler Submitting Expense Report (voucher) after Delegate has prepared

You will receive an email notification stating you have an Expense Report pending your approval/submission

1. Login to Concur, click on the Expense (voucher) tab in the top black bar



- 2. You will see your Available Expenses and the status of the report will be at the top of each report.
 - a. It will either say Not Submitted or Submitted.
 - b. Under the dollar amount it tells you the action needed.
 - c. Ready for Review means you have to review the report and if all looks well click on the red Submit Report button.
- 3. Click on the Expense Report that needs to be submitted for approval. It will open up the report and bring you directly to the Expense screen.

4. Click on Print/Email link and select CCSU Detailed Report with Summary Data

test 9/16	/16	
+ New Expense	Details • Receipts •	Print / Email *
Expenses		CCSU Detailed Report with Summary Data
Date •	Expense Type	
Adding New Evenes	•	Evnansa Tuns

5. The Expense Report will give you a detailed summary of your travel expenses

Expense Report										
keport Name : test 97676										
	User	Name : Approver, Approver1								
Banner ID : approver										
		Report Header								
	Policy : Test UserIn-State No TA Req'd/Paper TA									
Report Id: CB2DE84EE09E48F7841C										
Report Date : 09/15/2016										
Approval Status : Not Submitted										
Currency: US, Dolar										
	Division : Athletics									
	Department : Athletics									
	Report/Inp Purpose : Conference Atlendee									
	Traveler Type: Staff									
	Trip Start	Type : "Traver - Out of State								
	Trip Start	Date : 09/01/2016								
le a now r	THP END	dad2 : No								
is a new p	oncy exception request torm nee	ueu: . No								
Hotel										
Transaction Date	Expense Type	Additional Information	Vendor	City of Purchase	Payment Type	Amount	Approval of funds spent in excess of requested amount			
09/04/2016	Hotel		Allstar Hotels	Atlanta	Traveler paid	\$675.00	No			
Per Diem Allowance										
Transaction Date	Expense Type	Additional Information	Vendor	City of Purchase	Payment Type	Amount	Approval of funds spent in excess of requested amount			
09/06/2016	Per Diem Allowance			Atlanta	Traveler paid	\$51.75	No			
	Allocations :	100.00% (\$51.75) Athletics-Athl	etics-APAY01-*Trave	I - Out of State						
09/03/2016	Per Diem Allowance			Atlanta	I raveler paid	\$69.00	NO			
00/00/0040	Allocations :	100.00% (\$69.00) Athletics-Athl	etics-APAY01-*1 rave	- Out of State	Transfer and	eco 00	N=			
09/02/2016	Per Diem Allowance	400 000/ (CC0 00) Albiation Albi	ation ADAVO4 #Trave	Atlanta	Traveler paid	\$09.00	NO			
00/01/2016	Allocations :	100.00% (\$69.00) Athletics-Athl	eucs-APAYU1-^1fave	- Out Of State	Traveler paid	854 75	No			
uar01/2010	Allocations :	100 00% (SE1 75) Athletics Athle		Auanta	raveler paid	\$01./D	UNI			
Sominar Ponistration	Anocauons ;	100.00% (ap1.75) Athletics-Athl	euus-AFATUIIlave	- Out of State						
Transaction Date	Fundance Type	Additional Information	Vendor	City of Durchase	Dayment Type	Amount	Annroval of funds spont in excess of requested amount			
10/01/2016	Seminar Registration/Food	Additional mormation	Venuor	Atlanta	Traveler naid	\$150.50	No			
00/01/2010	Allocations -	100 00% (\$150 50) Athletics-Ath	hetics-APAY01-*Trav	el - Out of State	Taveler paid	@100.00	10			

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

6. If everything looks fine on your summary report then click on the top red Submit Report button



7. If any corrections need to be made, let the delegate know so it can be corrected.