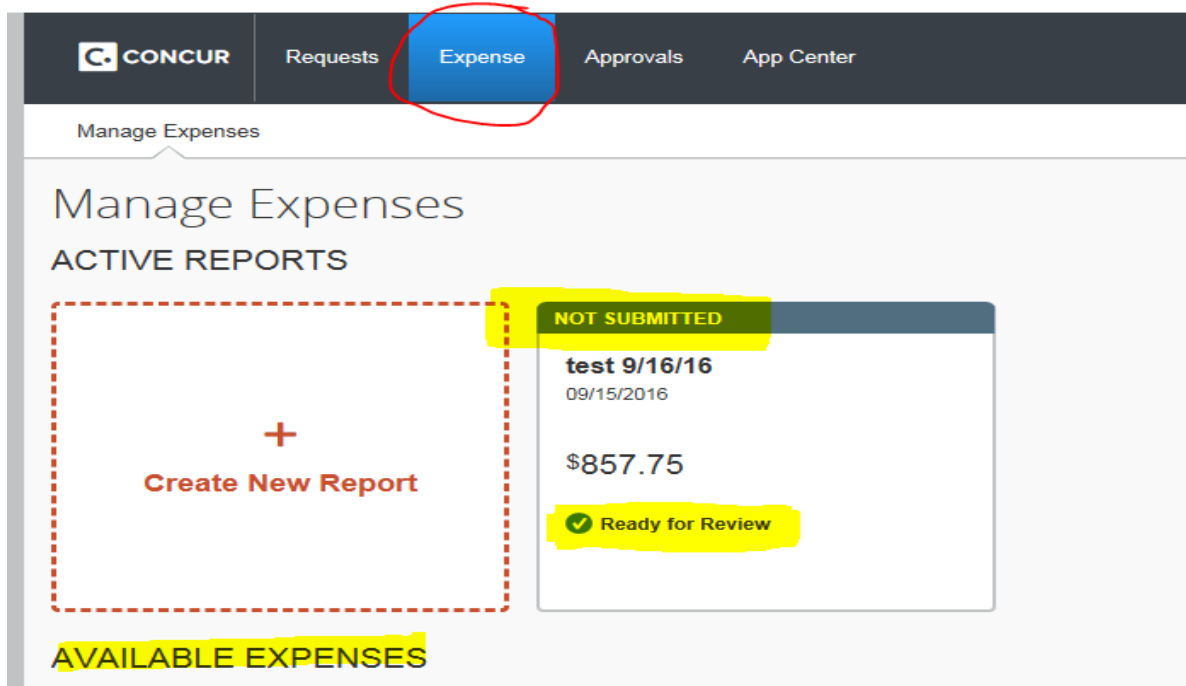


Traveler Submitting Expense Report (voucher) after Delegate has prepared

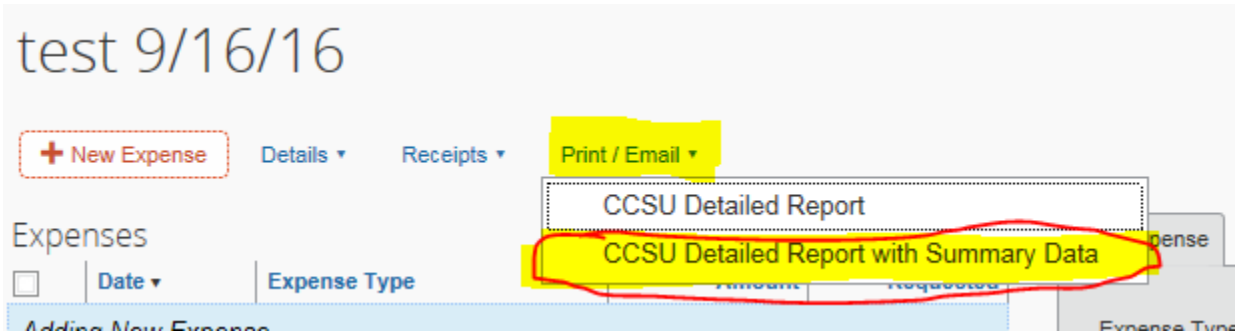
You will receive an email notification stating you have an Expense Report pending your approval/submission

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.

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



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

Expense Report
Report Name : test 9/16/16

User Name : Approver, Approver1
Banner ID : approver

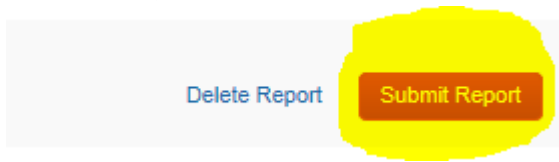
Report Header

Policy : Test UserIn-State No TA Req'd/Paper TA
Report Id : CB2DE84EEC9E48F7841C
Report Date : 09/15/2016
Approval Status : Not Submitted
Currency : US, Dollar
Division : Athletics
Department : Athletics
Report/Trip Purpose : Conference Attendee
Traveler Type : Staff
Trip Type : *Travel - Out of State
Trip Start Date : 09/01/2016
Trip End Date : 09/08/2016
Is a new policy exception request form needed? : 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-Athletics-APAY01-*Travel - Out of State					
09/03/2016	Per Diem Allowance			Atlanta	Traveler paid	\$69.00	No
	Allocations :	100.00% (\$69.00) Athletics-Athletics-APAY01-*Travel - Out of State					
09/02/2016	Per Diem Allowance			Atlanta	Traveler paid	\$69.00	No
	Allocations :	100.00% (\$69.00) Athletics-Athletics-APAY01-*Travel - Out of State					
09/01/2016	Per Diem Allowance			Atlanta	Traveler paid	\$51.75	No
	Allocations :	100.00% (\$51.75) Athletics-Athletics-APAY01-*Travel - Out of State					
Seminar Registration/Fees							
Transaction Date	Expense Type	Additional Information	Vendor	City of Purchase	Payment Type	Amount	Approval of funds spent in excess of requested amount
09/01/2016	Seminar Registration/Fees			Atlanta	Traveler paid	\$150.50	No
	Allocations :	100.00% (\$150.50) Athletics-Athletics-APAY01-*Travel - Out of State					

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.