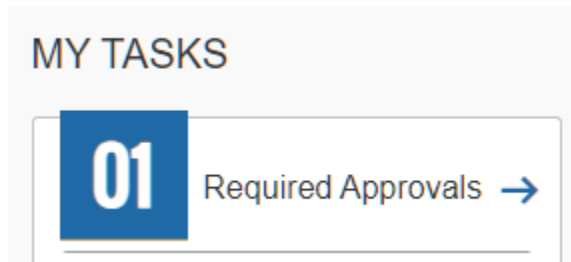
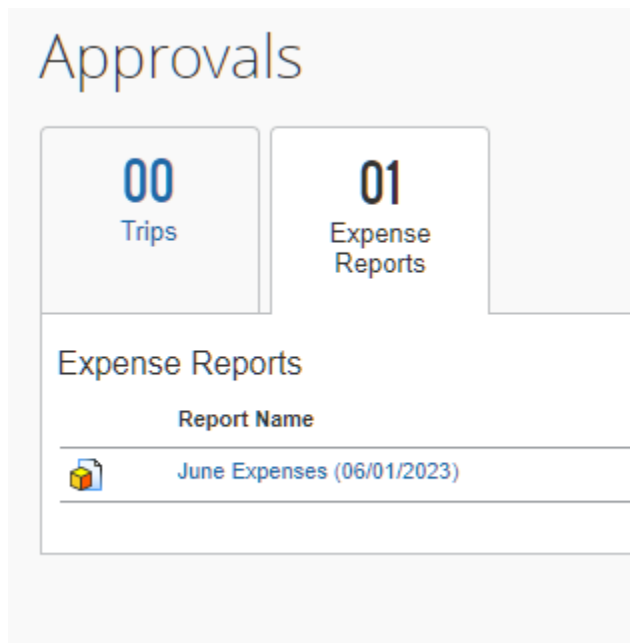


Basics of Approving in Concur

When there is an expense report pending your approval in Concur, you will receive an email from the system. You can log into Concur from myOWU. When you log in, you will see the report pending your approval under My Tasks.



When you click on that number, you will see a link to the report pending your approval.



When looking at the report, you should review:





- the receipts by hovering over the paper icon
- check the account number being used by hovering over the gear-shaped icon or by clicking on the title of the report to see the report header
- any comments the employee has added

June Expenses (06/01/2023)

Summary

[Click to view report name and other details](#)

Expenses

		Transaction Da...	Expense Type
>	  	06/09/2023	Hotel
	   	06/08/2023	Dinner - One Person Meal

If everything looks fine to you, you can click on the orange Approve button in the right hand corner. If you feel something needs to be modified, you can send the report back to the user by clicking on the blue Send Back to User button.

Send Back to User

Approve

NOTE: If you are the employee's default supervisor, you have 10 days to approve a report or send it back to the employee. If you do not do so within 10 days, the system will automatically return the report to the employee and they will have to resubmit it. If you are a cost object approver and do not approve the report within 10 days, the system will skip your approval step. Please approve timely so that we can post transactions to the general ledger more quickly.