CONCUR EXPENSE: APPROVERS CHECK LIST

1. Log into Cliqbook & Concur Expense (Or Outtask if a group approver).

2. Hover the EXPENSE tab and click APPROVE REPORTS.

3. See list of reports in your queue.

4. Click on the report you want to review/approve.

5. Review COMMENTS on report header for requested actions.

6. Review exception FLAGS and correct expense entries if necessary.

7. Click PRINT and choose SLU DETAIL REPORT to see fund/accounts.

8. Reallocate expenses to correct fund/accounts.

9. Check that all required RECEIPTS and documentation are attached.

10. Need to add any approvers to the flow?

11. Notes for additional approvers added to comment box on report header.