

## 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. If TRAVEL report, report name should have A + 6 digits ONLY (Axxxxxx).
6. Review COMMENTS on report header for requested actions.
7. Review exception FLAGS and correct expense entries if necessary.
8. Click PRINT and choose SLU DETAIL REPORT to see fund/accounts.
9. Reallocate expenses to correct fund/accounts.
10. Check that all required RECEIPTS and documentation are attached.
11. Need to add any approvers to the flow?
12. Notes for additional approvers added to comment box on report header.