

Expense Report Approver Checklist

For the TeamWorks Travel & Expense System

Open the **Expense Report** from the **Approval Queue** in My Concur

From the **Details** tab:

- Review the **Report Header** Information
- Review the **Audit Trail**
- Enter any **Allocations** not entered by the employee
- Review **Travel Allowances** (Meals Per Diem) entered
- Review **Comments** History
- Review **Cash Advances Assigned**

From **Expenses**:

- Review individual **Expense** line items
- Hover over Receipts icon  to view receipts attached to individual line item Expenses
- Review Personal Car Mileage & Mileage Calculator Mileage
- Hover over Allocations icon  to review allocations made by the employee to an individual line item

From the **Receipts** tab:

- Click **Receipts Required**
- View Receipts and other documents attached to the report

Choose **Approve**, **Approve & Forward** or **Send Back to Employee**

Note: For more details please see the Approvers Handbook.

