Concur Expense Report
Dean/VP Additional Approval Review

You will receive an e-mail notification when an expense report is routed to you for approval. This document is to assist you in knowing why a specific report has come to you for additional approval since it may be less than $5,000.00 as a result of the new cost saving policies.

For instructions for approving an expense report, please see *Approver Cheat Sheet.*

- To view to the reason for the additional approval, click on the title of the report then click the "comment" prompt. (See example below.)

Expense List for report: October 2008

This page displays all the expenses submitted for this expense report. Click an expense type to view more information about that expense.

Hide Instructions

Print Report | View Receipts | Pay Employee Manually | Send Back to Employee

Report Name:	October 2008	**Approval Status:**	Approved
Report Date:	10/27/2008	**Payment Status:**	Processing Payment
Employee Name:	Smith, John	**Report Total:**	700.00 USD
Receipts Received:	Yes	**Amount Approved:**	700.00 USD
Report Comments:	**1 Comment**		

- You will then see the specific comments. (See example below.)

Report Comment History

The table below displays all comments entered about this report or entry by any person in the workflow. You can only edit the most recent comment if you wrote it and the report has not changed workflow steps.

Hide Instructions

Date	Entered By	Comment Text
11/4/2008 3:41 PM	Jane, Mary	Hotel & Lodging $650.00: VP/Dean pre-approval required for lodging expenses greater than $200 per day. Thank you.

Rows found: 1

Cancel | OK

- Click OK once you've reviewed the comments.

- You can then choose to view the expense details, approve the report or return it to the employee to make changes.