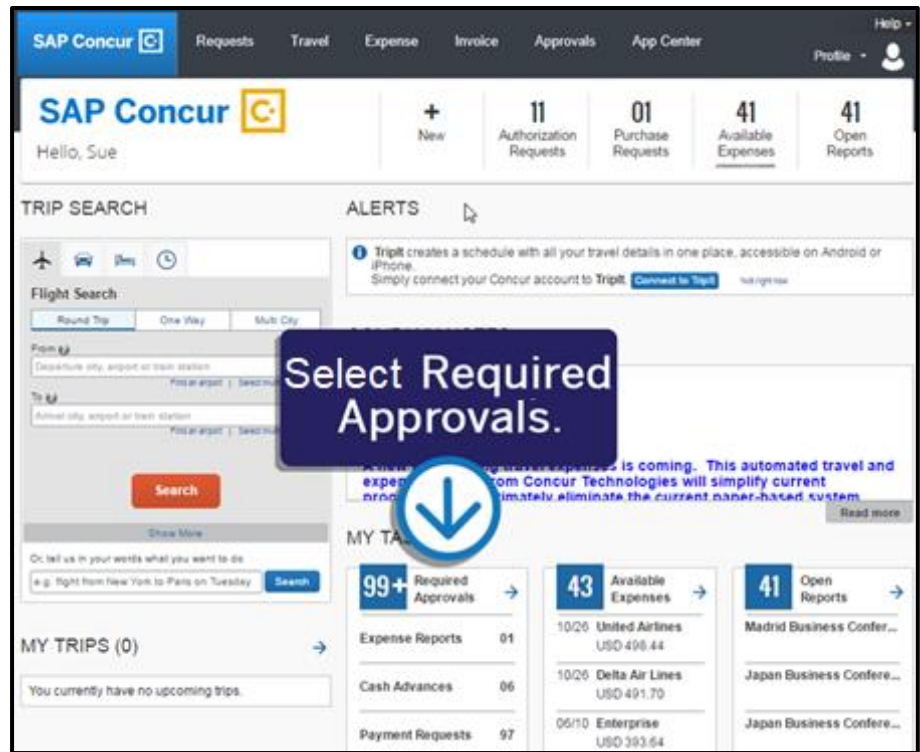


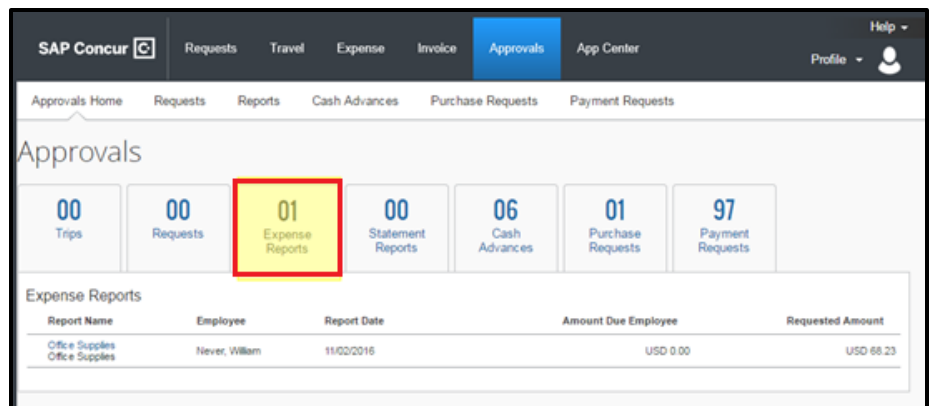
Reviewing and Approving an Expense Report

As an approver, you will need to review submitted expense reports and approve them for reimbursement. You can view a list of any reports or requests waiting your approval from the SAP Concur home page, in the **My Tasks** section, or from the **Approvals** tab at the top of your screen.

1. For this example, in the **My Tasks** section, select **Required Approvals**.

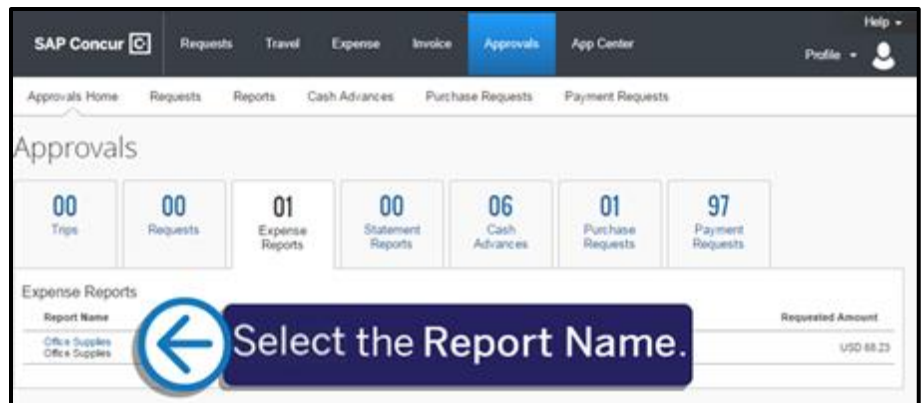


At the top of the **Approvals** page, you will see the number of expense reports awaiting approval.

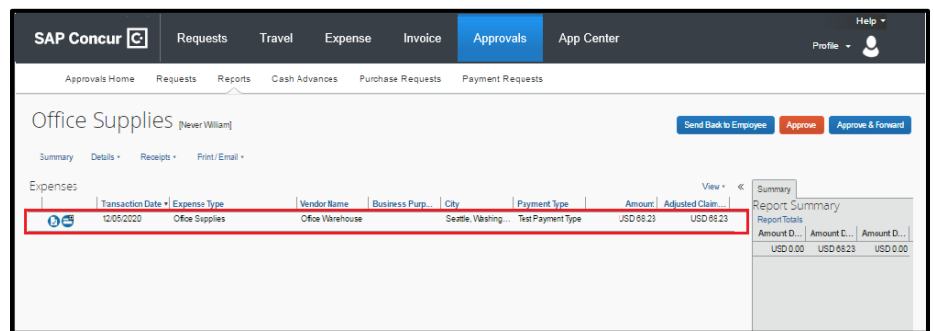


From the **Approvals** pane you may be able to approve expense reports. However, we recommend that you open the report to view the expense details before approving them.

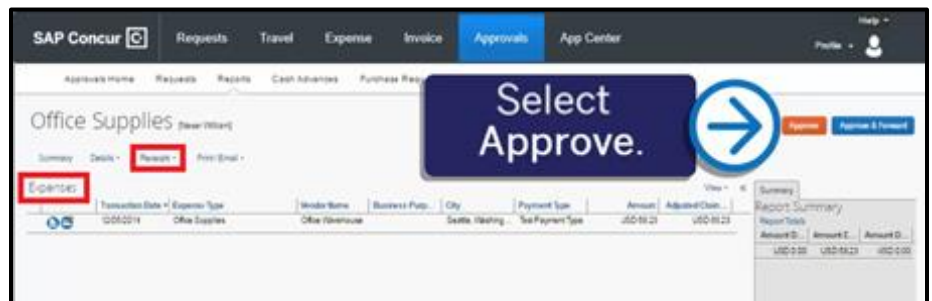
- To open an expense report for review, select the **Report Name**.



All your report expenses appear in the **Expenses** list. If the report contains any exceptions, they will be displayed on the **Exceptions** section.



- After reviewing expenses, receipts, and any exceptions, to approve the expense report, select **Approve**.



After you have reviewed and approved an expense report, the report will no longer appear in your **Reports Pending your Approval** list.

