

1. Overview

Once an expense claim is submitted by a user, the claim must be reviewed and approved by their Purchase Card Approver before it is complete. Purchase Card Approvers have a responsibility to review Purchase Card transaction acquittals, to ensure any transactions identified as not allowed are recorded as personal expenditure, approve the acquittal, and ensure repayment by the Purchase Cardholder of personal expenditure. Purchase Card Approvers must ensure all transactions are consistent with University Purchase Card [Policy](#), [Procedure](#) and [Guidelines](#).

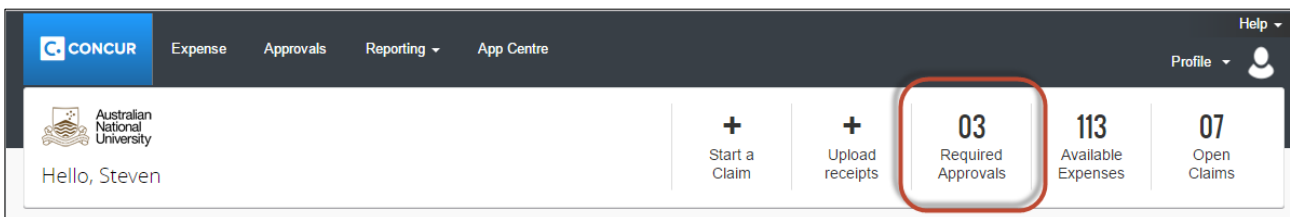
This guide will provide instructions on how to review, approve or send back an expense claim.

2. Accessing Claims Pending Approval

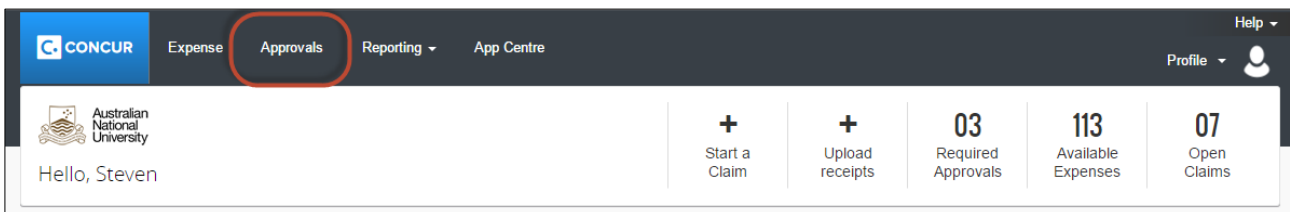
When the expense claim has been submitted, the approver will receive notification that the expense claim is ready for review and approval.

There are multiple ways of accessing the expense claim for review and approval:

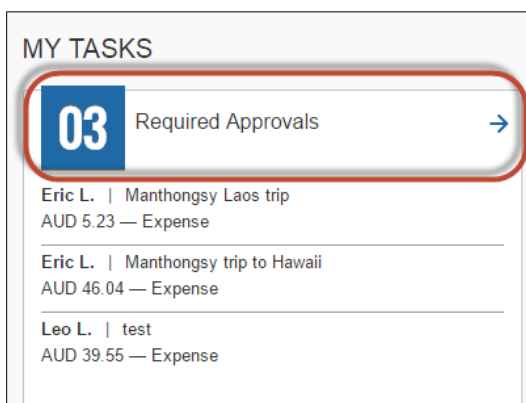
1. Required Approvals – Click Required Approvals



2. Approvals – Click Approvals

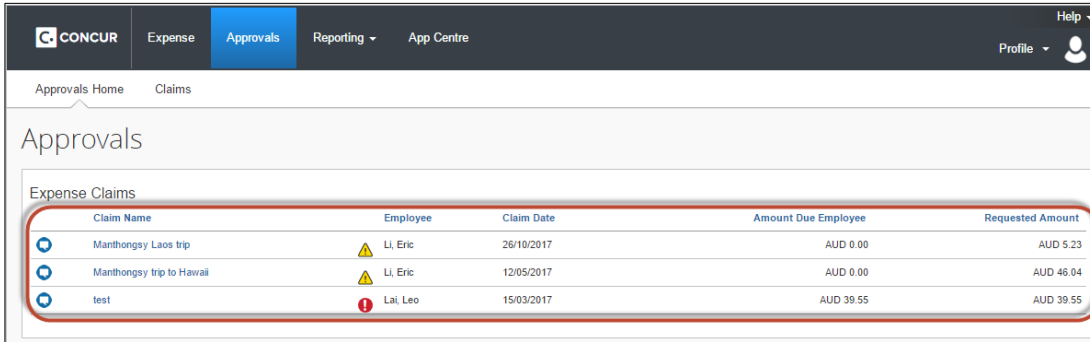


3. My Tasks – Click Required Approvals



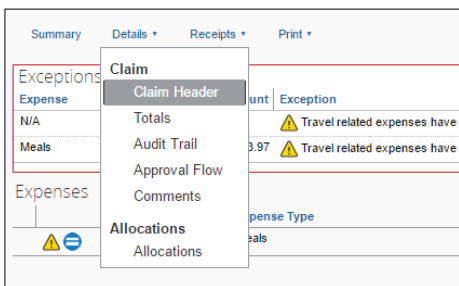
3. Review Report Claim Header

Expense Claims pending approval

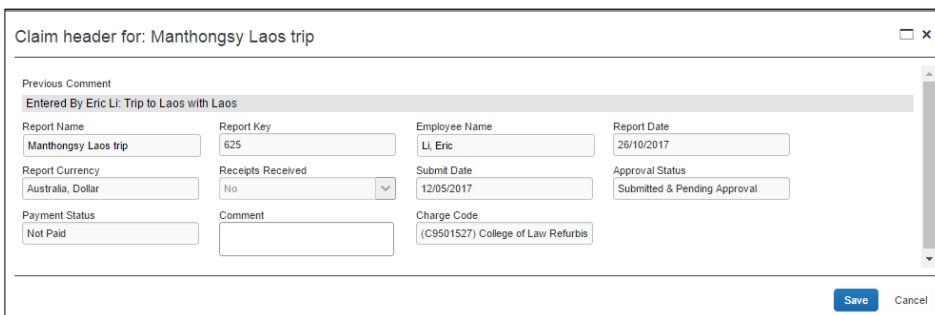


Claim Name	Employee	Claim Date	Amount Due Employee	Requested Amount
Manthongsy Laos trip	Li, Eric	26/10/2017	AUD 0.00	AUD 5.23
Manthongsy trip to Hawaii	Li, Eric	12/05/2017	AUD 0.00	AUD 46.04
test	Lai, Leo	15/03/2017	AUD 39.55	AUD 39.55

1. Under Claim Name Click on the Link on the Expense Claim you want to review.
2. In the drop down for Details, select Claim Header



3. Review the details



Claim header for: Manthongsy Laos trip

Previous Comment

Entered By Eric Li: Trip to Laos with Laos

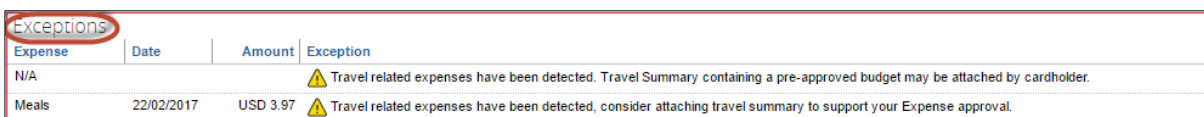
Report Name	Report Key	Employee Name	Report Date
Manthongsy Laos trip	625	Li, Eric	26/10/2017
Report Currency	Receipts Received	Submit Date	Approval Status
Australia, Dollar	No	12/05/2017	Submitted & Pending Approval
Payment Status	Comment	Charge Code	
Not Paid		(C9501527) College of Law Refurbis	

Save Cancel

4. When the review is complete, Click Save or Cancel to return to Reports page

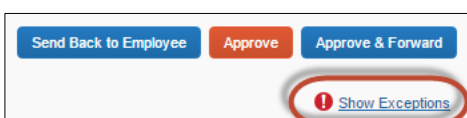
4. Review Exceptions

An exception is a warning or message to the person creating the expense claims, related to a specific entry they have made. Often, there is a message associated with an exception indicating the recommended action.



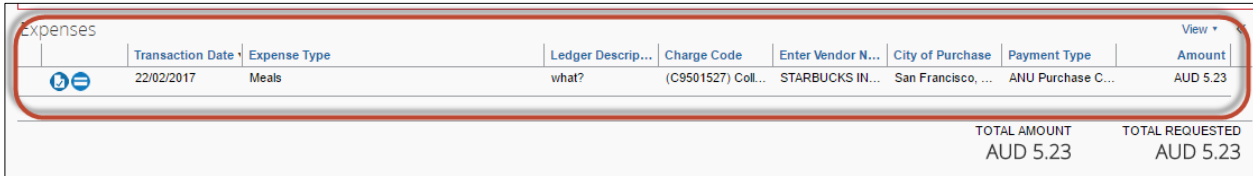
Expense	Date	Amount	Exception
N/A			Travel related expenses have been detected. Travel Summary containing a pre-approved budget may be attached by cardholder.
Meals	22/02/2017	USD 3.97	Travel related expenses have been detected, consider attaching travel summary to support your Expense approval.

1. There is a Hide Exceptions/Show Exception link on the right side of the screen



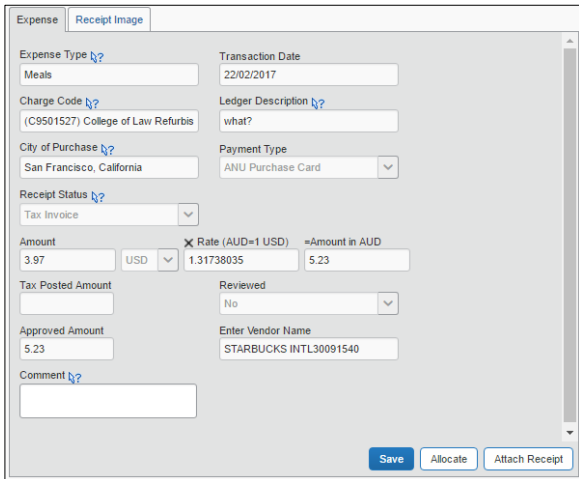
5. Review Detailed Expenses

1. On the left side of the Expense Claim, click on the line you want to review




Transaction Date	Expense Type	Ledger Descrip...	Charge Code	Enter Vendor N...	City of Purchase	Payment Type	Amount
22/02/2017	Meals	what?	(C9501527) Coll...	STARBUCKS IN...	San Francisco, ...	ANU Purchase C...	AUD 5.23
TOTAL AMOUNT							AUD 5.23
TOTAL REQUESTED							AUD 5.23


2. On the Right hand side review the expense details

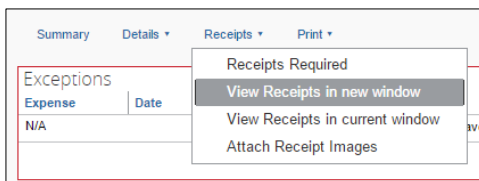


Expense Type: Meals
Transaction Date: 22/02/2017
Charge Code: (C9501527) College of Law Refurbis
Ledger Description: what?
City of Purchase: San Francisco, California
Payment Type: ANU Purchase Card
Receipt Status: Tax Invoice
Amount: 3.97 USD, Rate (AUD=1 USD): 1.31738035, Amount in AUD: 5.23
Tax Posted Amount:
Reviewed: No
Approved Amount: 5.23
Enter Vendor Name: STARBUCKS INTL30091540
Comment:
Buttons: Save, Allocate, Attach Receipt


Note: Any additional information can be entered into comments field. If any changes are made click on 

3. Review the receipt for the expense:

- a. If there is a blue receipt icon  , the receipt is attached directly to the expense, and you can view it by clicking on the Receipt Image tab.
- b. All other receipts on the claim can be reviewed by clicking the Receipts link located under the name of the Expense Claim and then selecting View Receipts.



4. Confirm the charge code for the expense:

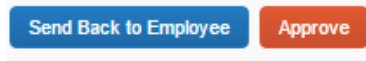
- a. Expenses that have been allocated to multiple charge codes can be reviewed by hovering over or clicking on the Full Allocation icon 



Percentage	Charge Code	Code
50	(R2410209) New...	R2410209
50	(R2410209) New...	R2410209

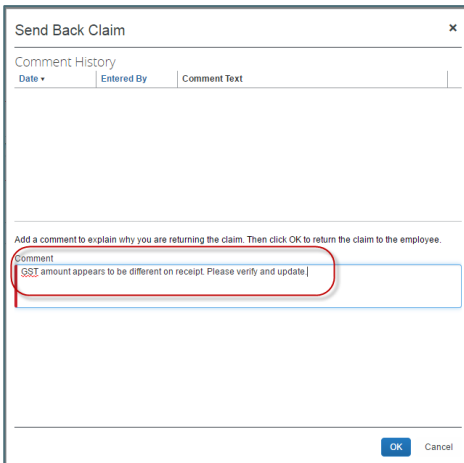
6. Approve or Send Back to User Expense Claim

Once the Expense Claim has been reviewed you have two options:



Send Back

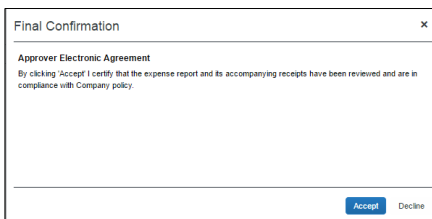
1. Select **Send Back to Employee** if you require further information or there is a problem with the expense claim, such as incorrect charge code, or an expense not within policy, or if you just require any further clarification.
2. In the popup box, provide a description of why the expense claim has been sent back
 - a. Example: GST amount appears to be different on receipt. Please verify and update.

A screenshot of a "Send Back Claim" dialog box. At the top, it says "Send Back Claim" with a close button (x). Below that is a "Comment History" section with columns for "Date", "Entered By", and "Comment Text". A message below the history says "Add a comment to explain why you are returning the claim. Then click OK to return the claim to the employee." There is a text input field with a red border containing the text "GST amount appears to be different on receipt. Please verify and update". At the bottom right, there are "OK" and "Cancel" buttons.

3. Click **OK**
4. The user will be notified of the expense claim being sent back for further clarification.

Approve

1. Click on **Approve**
2. Read the agreement and click **Accept** or Decline

A screenshot of a "Final Confirmation" dialog box. It has a close button (x) in the top right. The text inside says "Approver Electronic Agreement" and "By clicking 'Accept' I certify that the expense report and its accompanying receipts have been reviewed and are in compliance with Company policy." At the bottom right, there are "Accept" and "Decline" buttons.

Clicking on Accept will approve the Expense Claim and Clicking on Decline will just leave the Expense Claim as unapproved and will remain in your queue for approval

7. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

<https://services.anu.edu.au/information-technology/software-systems/concur-expense-management>