This Job Aid illustrates the Concur Approval Workflow for Expense Reports, Travel/Cash Advance Requests, and Pre-Trip Requests.

**Travel and Business Expense Report Approval Workflow**

- Supervisors / Initial Reviewers are the initial step followed by Financial Approver.
  - If the Submitter (Payee) is Faculty or a Student and there is no Supervisor assigned, and the report amount is less than or equal to $500, the report will skip the Supervisor / Initial Reviewer approval step and route directly to the Financial Approver.
  - If the report amount is greater than $500 OR Report Amount is less than or equal to $500 and the Expense Type is "High Risk" (e.g. Equipment) the Initial Reviewer step will not be skipped.
  - Expense workflow for Guests (i.e. Non-Profiled Payees) is configured differently to skip Supervisor / Initial Reviewer and route directly to the Financial Approver.

- Senior Business Officer and Special Audit routing steps will only be inserted by the system for specific policy exceptions. Special Audit represents approval from central offices.

- Accounts Payable represents the Audit & Review staff which is the final approval stage.

**Ad Hoc Approvers** - Inserted manually into workflow by Approvers where additional review is necessary.

Approvers have the ability to assign Approver Delegates in their Concur profile who can approve on their behalf (only individuals who already have an Approval role in Concur can be assigned as Approver Delegates). Preview Delegates can be assigned by approvers with the ability to review / validate (with no approval authority).

**Note:** Expense Reports for Senior Leaders (e.g. Senior Business Officers and select Executives) route to specific Executive Expense Approvers for final approval. A workflow step will be inserted after the SBO / Special Audit approver step. Executive Expense Approvers are assigned to individuals; routing is not based on dollar amount and ChartField distribution.
Travel / Cash Advance Request Approval Workflow

- Travel / Cash Advances start in Concur Request using the same functionality as pre-trip request
- Workflow for Travel / Cash Advance Requests will mirror the Expense Report workflow as illustrated above
- Expense Reports with approved Requests, including those with Travel / Cash Advances, will allow the report to skip the Supervisor / Initial Reviewer approval step and route to the Financial Approver

Ad Hoc Approvers - Inserted manually into workflow by Approvers where additional review is necessary.

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Note: Requests for Senior Leaders (e.g. Senior Business Officers and select Executives) route to specific Executive Expense Approvers for final approval. A workflow step will be inserted after the SBO / Special Audit approver step. Executive Expense Approvers are assigned to individuals; routing is not based on dollar amount and ChartField distribution.

Pre-Trip Request Approval Workflow

- Anyone that is required to obtain pre-trip approval (Request within Concur) will not be able to submit an Expense Report without pre-trip approval attached
- The Pre-Trip Requester completes a Request in Concur with an estimated travel budget by Air / Rail, Hotel, Car, Meals, etc.
  - If the Requester does not have a Supervisor within Concur, the Requester must select an Initial Reviewer assigned to the administrative department
- The Supervisor / Initial Reviewer will be responsible for validating the purpose and budget of the trip request
  - The Initial Reviewer may need to contact Faculty or other Administrators for additional information about the trip
  - Expense Reports with pre-trip approval will skip the Supervisor / Initial Reviewer approval step and route directly to the Financial Approver

* Approvers have the ability to assign Approver Delegates in their Concur profile who can approve on their behalf. Preview Delegates can be assigned by approvers with the ability to review / validate (with no approval authority).
Viewing Your Approvers and Approval Status in the Report Timeline

After you create and save your Expense Report, you are able to view the Report Timeline to see the name of your Supervisor/Initial Reviewer. After you submit your Expense Report, you can also view the Report Timeline to check the approval status of the report.

1. Open the Expense Report in Concur.

2. Click the **Report Details** dropdown and select **Report Timeline**. The Report Timeline window displays the Approval Flow with status, including names and the Report Summary displaying workflow activities.
Using an ARC Query to View Concur Approval Roles by Department

ARC users can view the individuals in a particular department who have the following Concur roles:

- Initial Reviewers
- Financial Approver Defaults (Financial Approvers that have been assigned to a particular dollar threshold for a particular department)
- Senior Business Officers
- Concur Reporting Managers

Note: Supervisors are not included because Supervisors are associated with an individual, not a specific department.

1. In ARC, navigate to Main > Reporting Tools > Query > Query Viewer.

2. Enter CU_SEC_CNR_RTE_CNTRL_BY_DEPT in the begins with field and click Search. The Query search result appears.

3. Select the link for the desired Run to method (HTML, Excel, or XML). The Enter Values screen appear.

4. Enter Dept ID, Division Dept ID, and Sub-Division Dept ID. You can search using the first two digits of the Dept ID to narrow by Department.
   - Note: There is no validation between the Dept search fields. -If you enter a Dept ID for a different Department then the query results for that level will display on the report.

5. Click View Results.

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com