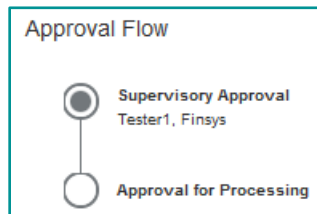




Report Timeline

Approval Flow

Documents the approval routing and user assigned to the approval step on a submitted Report. The Approval Flow and Report Summary also indicate the status of a Report. This information helps inform the user when troubleshooting.



Concur is programmed to apply most regulatory approval requirements to the Report. (R05.02.060(15)(b))

1. Expenditure authority approval if over 10% and \$200 of the Request estimate
2. Expenditure authority approval if the funding source changes from the Request
 - a. Allocated expenses are not automatically routed for re-approval
 - b. The Processor routes Report to additional approvers as required
3. Supervisor (Default Approver) approval if the traveler is the expenditure authority
4. Optional Department Approver as assigned to the user's profile in Concur

The final step for all Reports is approval by the Processor. The Report is not approved for payment until the Processor reviews and approves. The assigned Processor is determined by the traveler's home campus as assigned in their Concur profile. Each Processor has access to all UA Reports, but works from a queue specific to their campus.

Summary

Documents comments entered in the Report Header or individual expenses. Comments are timestamped and labeled with the associated user's name. The summary also timestamps approvals.

Report Summary				
ITEMIZATION COMMENT	Personal/Non Reimbursable		07/10/2020	\$58.20 View
Miles, Travis 07/21/2020 Additional cost for business+personal				
ITEMIZATION COMMENT	Personal/Non Reimbursable		07/14/2020	\$231.95 View
Miles, Travis 07/21/2020 Additional personal nights of stay				
SUBMITTED				
Miles, Travis 07/30/2020				
SUBMITTED & PENDING APPROVAL BY THE DEPARTMENT APPROVER				
Miles, Travis 07/30/2020				