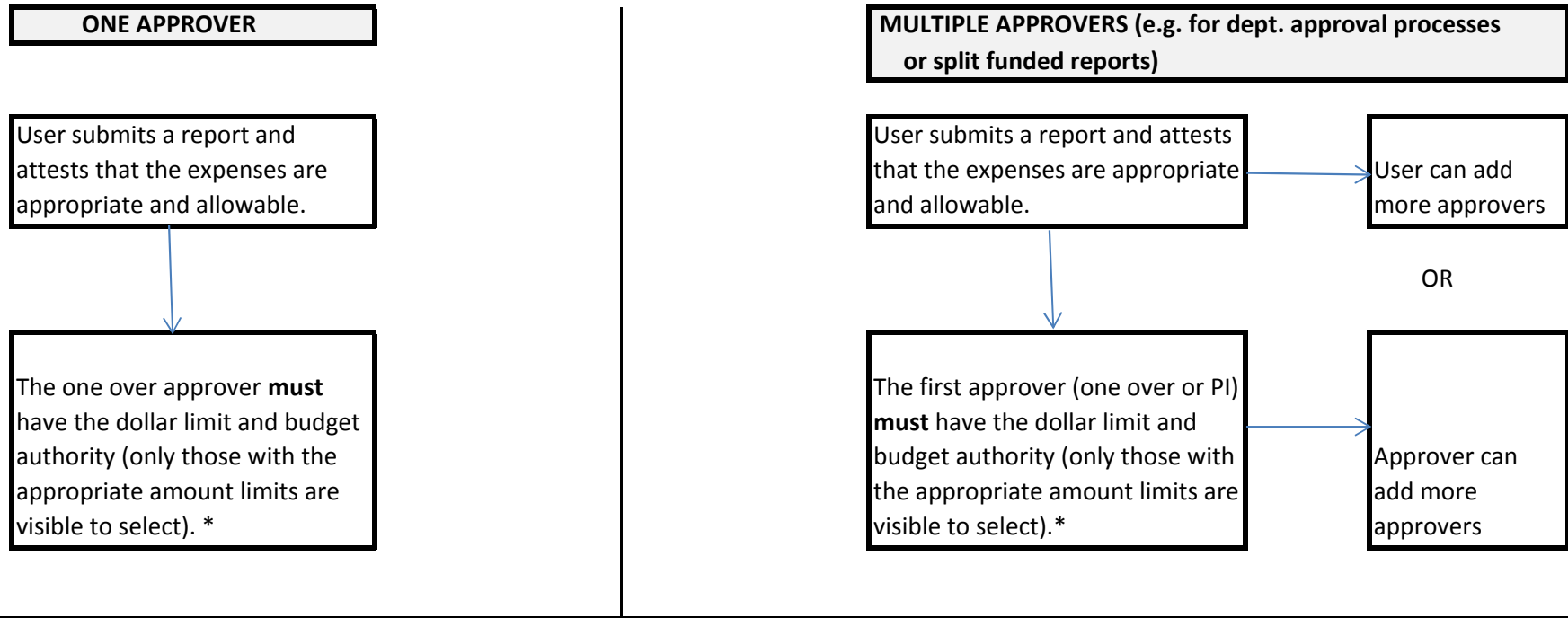


Concur Expense **

Expense Report (ER) Approval Process - updated January 2015



Note: After the first approver with the appropriate dollar authority approves an ER, it can be sent to others with approval limits below the amount of the expense report (e.g. for PI review).

* The first (or one over) approver represents an authorized signer in accordance with the limits that were updated at the signature database in 2014 (e.g. \$3,000, \$10,000, \$100,000 or higher levels for Dean/VP's.)

** The recommendation at Concur's Profile/Expense Preferences is to add a "default approver" (which is generally the one over). If a default approver is not populated at the Profile/Expense Preferences, the user must always select the one-over (or PI) to send the report to when it is submitted. If the default approver's limit is less than the total expense report, the report will not be routed to the default approver; the first approver the user **must** select needs to have the appropriate amount limit.