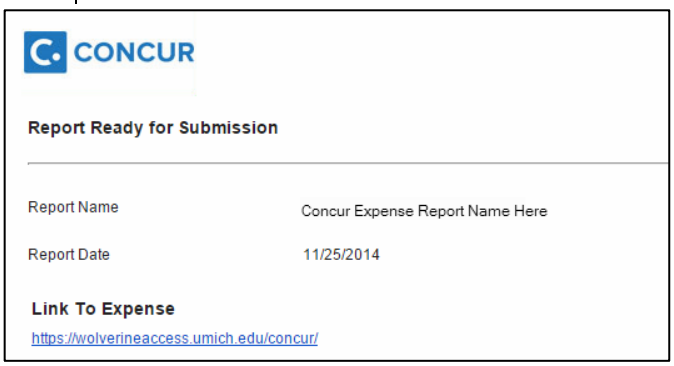
# Submit a Concur Expense Report Prepared by the SSC

**Navigation:** *Wolverine Access → Faculty & Staff → University Business → Travel & Expense (Concur)*
You will need to log-in with your uniquename and UMICH password

**Description:** This document describes how to submit an expense report that was prepared by the SSC to your approver. System notifications come from the sender *ServiceDesk*, which has an email address of: sharedservices@umich.edu

## Access Concur

The **email** that you receive will contain a **link**, you may click that link and then enter your uniquename and UMICH password – or you may follow the **navigation** at the top of this document, to end up in the same place.



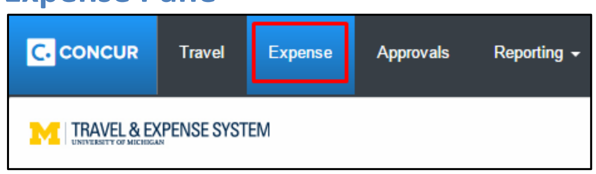

At left is an example of the System-generated email that you will receive from sharedservices@umich.edu

You will notice the **Report Name** and **Report Dates** are listed, as well as the **link** to login to the Concur Travel & Expense System

## Concur – The Expense Pane

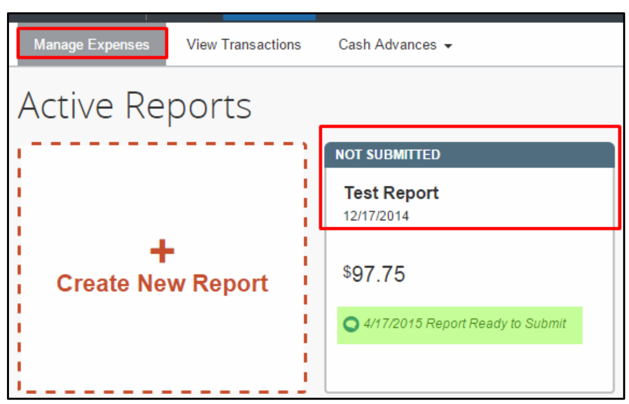
Once logged in to **Concur**:

- **Click** on the **Expense** tab




Once in the **Expense Tab**:

- Under **Active Reports**, your recent reports will be listed
- Notice the medium-blue border around the report at right, and the text ***"Not Submitted"*** at the top
- **Double-check** that you are submitting the correct expense report *(in the event that you have more than one that are unsubmitted)*
- Also notice the **comment** at the bottom of the report box (highlighted in light green) – which appears next to the ***comment icon***



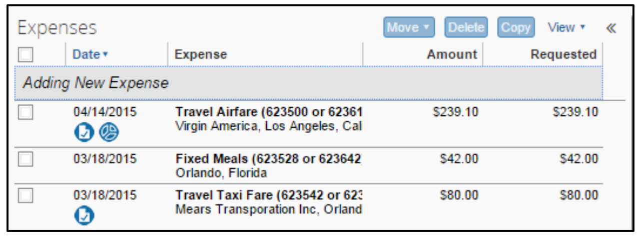
## *Method 1:* Review Expense Report Line(s) by Clicking on the Individual Line

- **Verify** that the Shortcode(s) is appropriate for the expense(s) (**Allocations**)
- **Review** any line **Comment** *(ie: explanations of out-of-policy transactions, additional transaction details, et al.)*

**Verify** the following totals, as appropriate:

- **Personal Expenses** *(not eligible for reimbursement or payment by U-M)*
- **Amount Due Employee** *(reimbursement)*
- **Amount Due Company Card** *(P-Card expenses)*
- **Total Paid By Employee** *(amount you owe to the U-M, to be deducted from your next paycheck)*

*Example of expense line items in an expense report:*

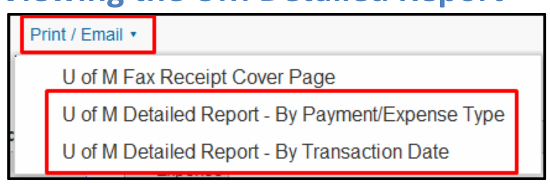



**Email [ExpenseReports@umich.edu](mailto:ExpenseReports@umich.edu) to request additional edits, if they are needed**

## *Method 2:* Review Expense Report by Viewing the UM Detailed Report

For this method, click on the ***Print/Email*** link, and select either the **U of M Detailed Reports**:

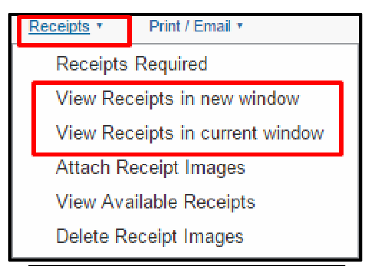
- **By Payment/Expense type**
- **By Transaction Type**



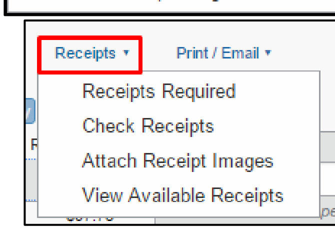

## Review Required Receipts

**Verify** that delegates or SSC staff have attached all of the required receipts to the report

- From the **Receipts** hyperlink, select **View Receipts in a New Window**




You will also need to view the receipts attached to each **line item**. *If **no receipts** are attached, the View options do not appear, as illustrated at right*



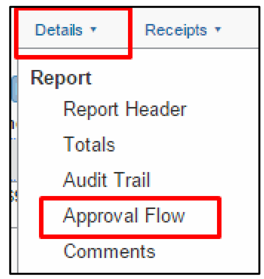
- **Verify** that receipt images are **applicable** to the individual line items – and are **legible**
- **Click Close** to exit the window, when completed

**If a receipt image is inaccurate or illegible, email the Shared Services Center at ExpenseReports@umich.edu with accurate and/or legible receipts**

## Approvers & Adding Additional Approvers

Some departments and/or certain expenses may require **additional approvers** to be added to an expense report - to add/subtract/change the approvers:


- From the **Details** hyperlink, select **Approval Flow**

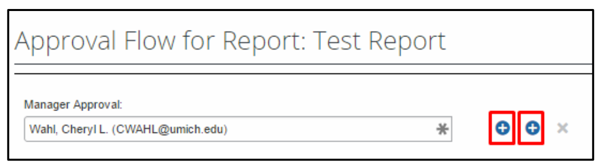



To add an approver **AFTER** the listed Manager Approval

- Click the add a row icon (Left icon)

To add an approver **BEFORE** the listed Manager Approval

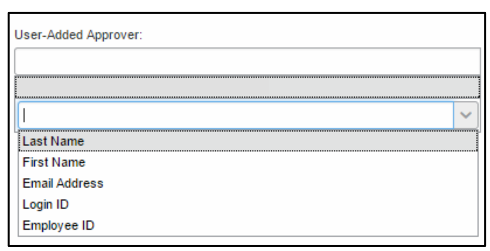
- Click the add a row icon (Right icon)




To delete the entire row, click the “x” on the right

**Adding** an approver will add a ***User-Added Approver*** field

- **Click** in this **field**
- **Click** the **Down Arrow**
- **Select** how you wish to search for your approver
- Supported fields include*: Last Name, First Name, Email Address*
- Enter your parameters
- **Select** the person you wish to add to the **Approval Flow**, and click **Save Workflow**

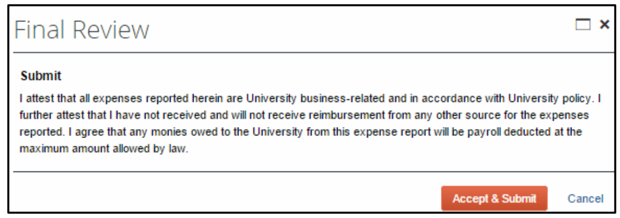


## Submit the Expense Report

When you are ready to submit the report

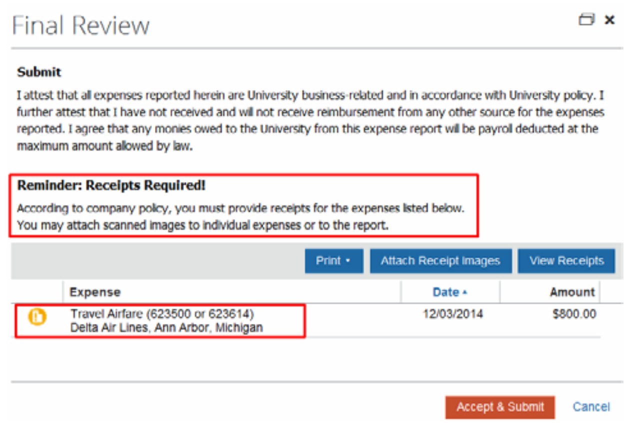
- **Click *Submit Report***

Several boxes will appear, and you will have to click through all of them to finish submitting your expense report



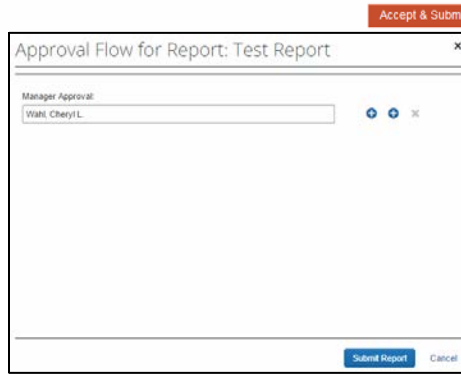

The **Final Review** box will appear first

- This is an electronic signature, verifying that all expenses are appropriate

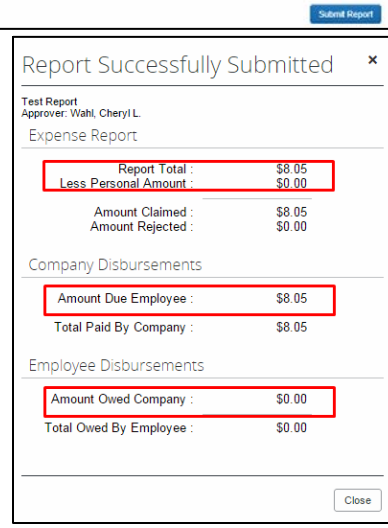



If there are ***receipts required*** on the report, that have not had individual receipts added at the line level, you will also see the ***Reminder: Receipts Required!*** notice

Next, you will have to confirm the **Approval Flow** (again)




The last box will give you the **Report Totals**




## Remember to Log Off

Log out of **Concur**
Log out of **Wolverine Access**, and
Log out **again** to **un-authenticate** credentials from all University-enabled Web sites