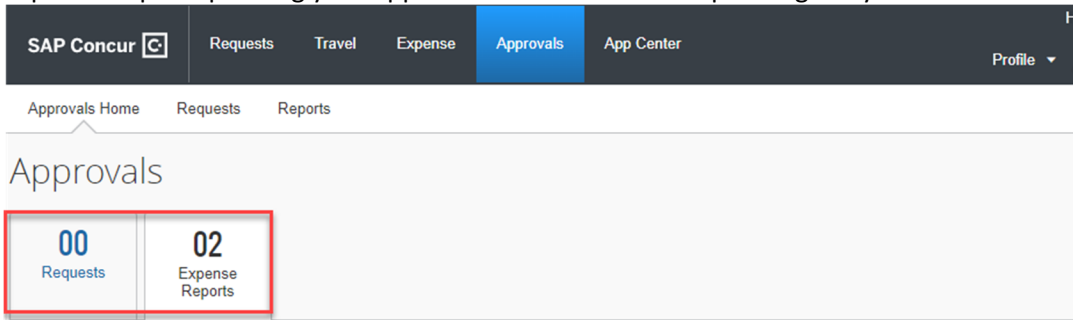


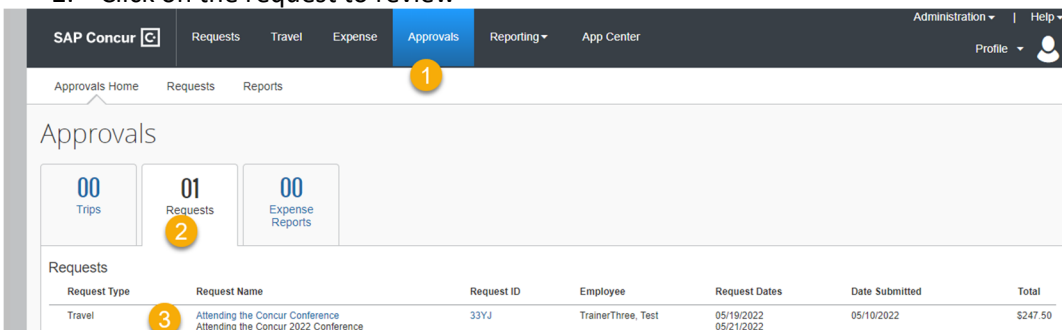
How to - Approve Request and Expense Reports

Once you log in to the iTravel+, tap on the "Approvals Tab". Note that you will show the number Travel Requests and Expense Reports pending your approval. Click on the corresponding tab you would like to review and approve.

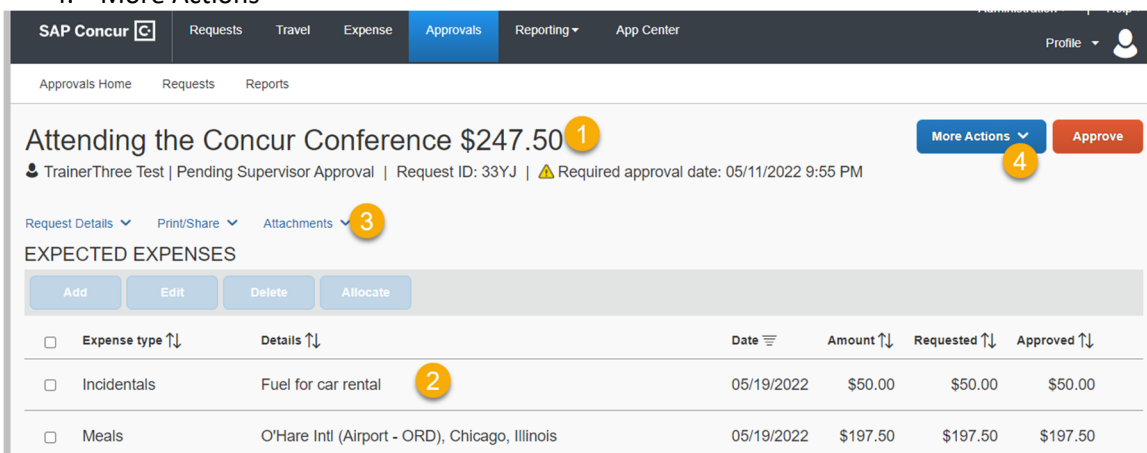


Request Approvals

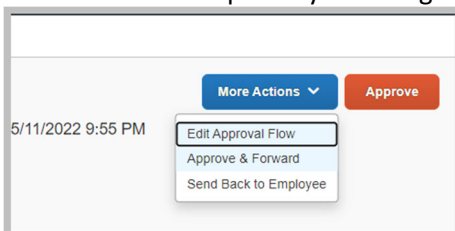
1. Select the "Requests" tab
2. Click on the request to review



1. Click at the "Request Header" to review the header information
2. Click on the line item to review the specific expense
3. Review Attachments
4. More Actions



Take action the request by selecting of the following options:



Expense Report Approvals

1. Select the "Expense Reports" tab
2. Click on the Expense Report to review

The screenshot shows the SAP Concur interface. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals' (highlighted with a '1'), and 'App Center'. Below the navigation, there are two summary cards: '00 Requests' and '06 Expense Reports' (highlighted with a '2'). The main content area is titled 'Expense Reports' and contains a table with the following data:

| Report Name | Employee | Report Date | Amount Due Employee | Requested Amount |
|--|------------------|-------------|---------------------|------------------|
| SAP Test | Test, Traveler1 | 05/17/2022 | \$960.00 | \$960.00 |
| May 2022 CC Reconciliation May 2022 CC Reconciliation for Card Holder Gricelda Saavedra | Test, TrainerOne | 05/10/2022 | \$0.00 | \$113.99 |
| TEST MISSING AFFIDAVIT | Test, Traveler1 | 05/03/2022 | \$30.00 | \$59.00 |
| TEST MISSING AFFIDAVIT BER | Test, Traveler1 | 05/03/2022 | \$2.00 | \$2.00 |
| BER-TEST-BREAKFAST PURCHASED | Test, Traveler1 | 04/28/2022 | \$400.00 | \$400.00 |
| Copy: BER CAPITAL PROJ 7XXXXXXX | Test, Traveler1 | 04/11/2022 | \$1,013.00 | \$1,013.00 |

1. Click on the Expense to review details
2. Verify Expense Type
3. Ensure itemized receipt is attached
4. Take action the request by clicking "Send Back to User" or "Approve"

The screenshot shows the details of an expense report titled 'May 2022 CC Reconciliation' for the user 'Test, TrainerOne'. The interface includes a 'Summary' tab and a 'Receipts' tab. The 'Expenses' table is visible, with one item highlighted (marked with a '1'):

| Date | Expense Type | Amount | Approved |
|------------|---|---------|----------|
| 05/05/2022 | Official Occasion Cafe Monte, McAllen-Mission apt. Tex... | \$45.76 | \$45.76 |
| 05/05/2022 | Office/Computer Supplies Office Warehouse, McAllen-Mission a | \$68.23 | \$68.23 |

The 'Expense' details form (marked with a '2') includes the following information:

- Expense Type: Official Occasion
- Transaction Date: 05/05/2022
- Business Purpose: Pre-Payment Required by Vendor
- Benefit to University: 5-To support mission of University of Cafe Monte
- Enter Vendor Name: Cafe Monte
- City of Purchase: McAllen-Mission apt. Texas
- Payment Type: zNotUsed-IBCP
- Amount: 45.76 USD
- Reviewed: No
- Approved Amount: 45.76

The 'Attendees' section (marked with a '4') shows two attendees:

| Attendee Name | Attendee Title | Institution/Com... | Attendee Type | Amount |
|------------------|-------------------|--------------------|---------------|---------|
| Test, TrainerOne | | | Faculty/Staff | \$22.88 |
| Smith, Joe | Prospective Em... | | Guest | \$22.88 |

Summary: Attendees: 2 | Attendee Total: \$45.76 | Remaining: \$0.00

