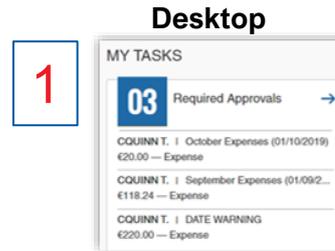


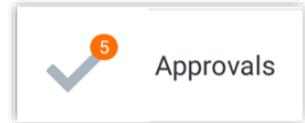
Log onto the SAP Concur App (follow the instructions on the **Concur - Logging in** guide)

## Open the Claim

**1<sup>a</sup>. (Desktop)** On the home screen, if anything requires your approval it will be listed in **Required Approvals** section

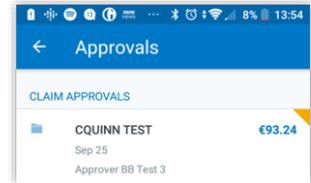


## Mobile



**1<sup>b</sup>. (Mobile)** On the home screen, tap on the **Approvals** button

2. Select the claim you want to approve



## Review the Expenses

3. All the expenses with the claim should now be listed. Select an expense to review its details. Click on Receipt Image to view the receipt.

Note any warning, if they are displayed (such as "Duplicate Expenses" etc.). You can proceed with the approval if there are Yellow Warnings displayed though, depending on the warning, you may want to send the expense claim back to the employee for correction.

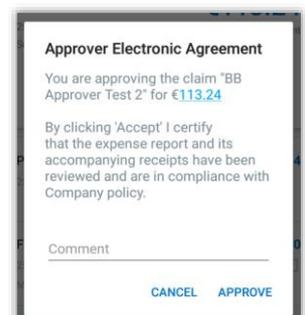
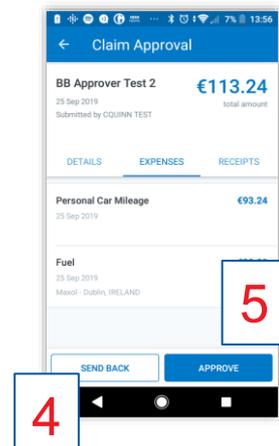
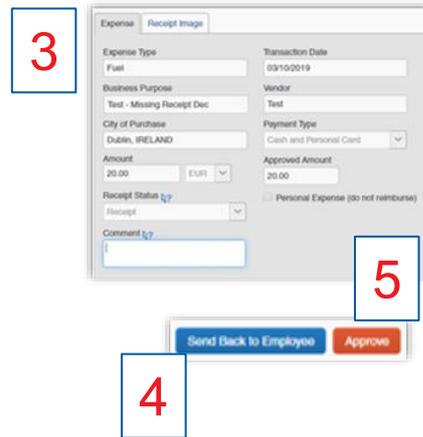
Repeat until all expenses have reviewed.

## Approve the Claim

4. If you do not want to approve the expense, click **Send Back to Employee** and add some comments

5. If you wish to approve the claim click

6. A **Final Confirmation** message will be displayed. Click **Accept (Desktop)** or tap **Approve (Mobile)** to complete this process.



### Low Value Claims

Claims with single, low value expenses should not be approved and no more than one claim should be submitted by each employee per month.