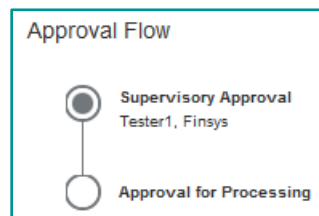


# Report Timeline

## 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. AllT-(5d-3(ca)- TJ 0 Tc 36.284 0 Td ( )Tj EMC /LBody <</MCID 29 >>BDC 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   07/14/2020	
Additional cost for bus+person	
\$231.95	View
ITEMIZATION COMMENT Personal/Non Reimbursable   07/14/2020	
Miles, Travis 07/21/2020	
Additional personal nights of stay	
SUBMITTED	
Miles, Travis 07/30/2020	
SUBMITTED Personal/Non Reimbursable   07/30/2020	
Miles, Travis 07/30/2020	