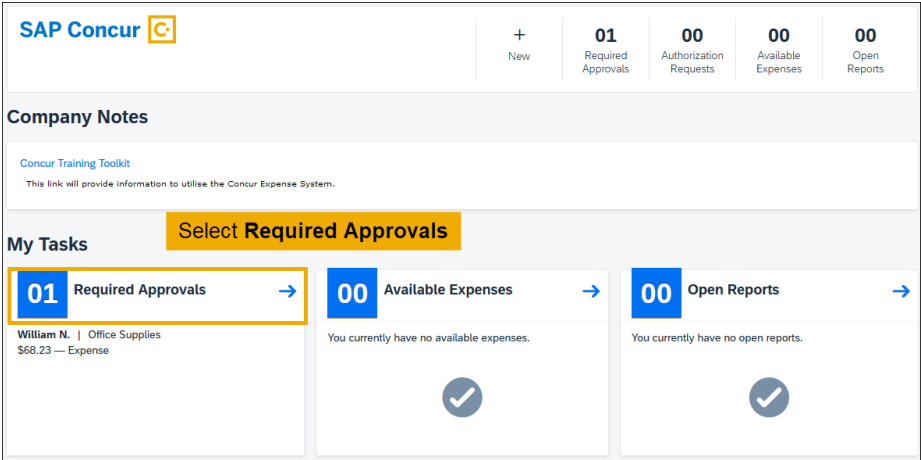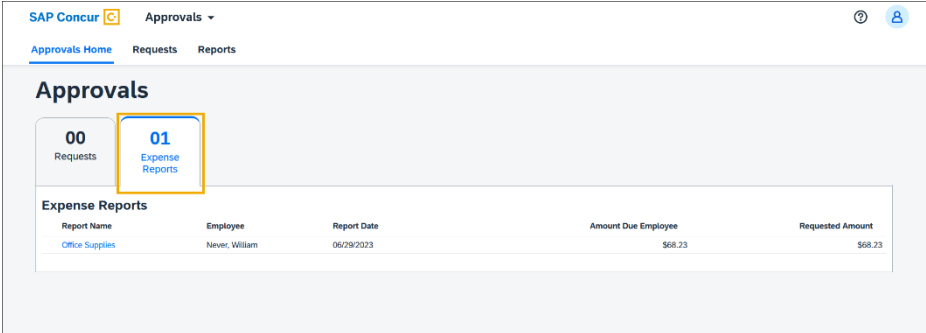# Reviewing and Approving an Expense Report

As an approver, you will need to review submitted expense reports and approve them for reimbursement. You can view a list of any reports or requests waiting your approval from the SAP Concur home page, in the **My Tasks** section, or from the **Required Approvals** option in the quick task bar.

1. For this example, in the **My Tasks** section, select **Required Approvals**.
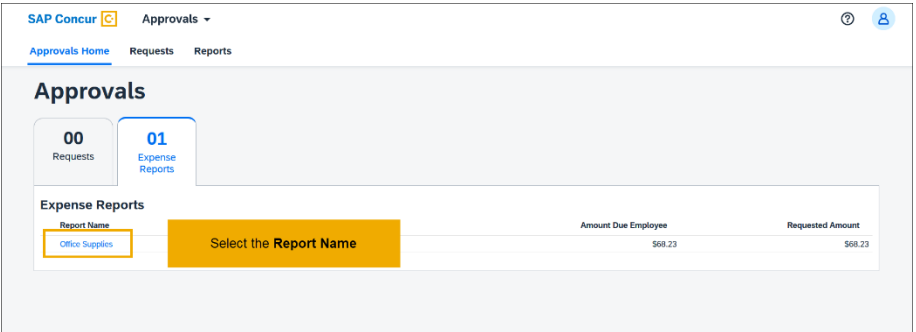

At the top of the **Approvals** page, you will see the number of expense reports awaiting approval.
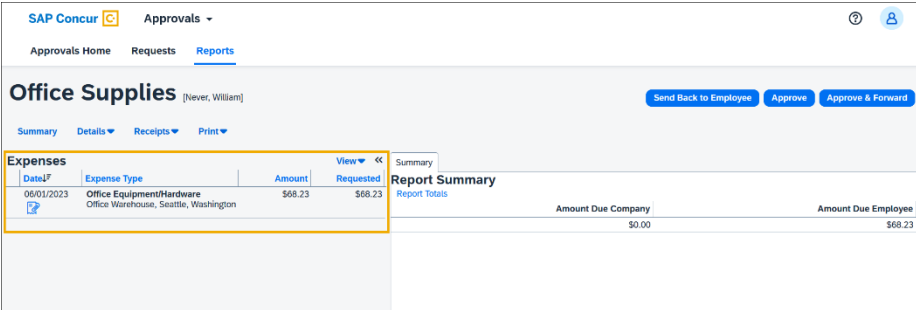
From the **Approvals** pane you might be able to approve expense reports. However, we recommend that you open the report to view the expense details before approving them.

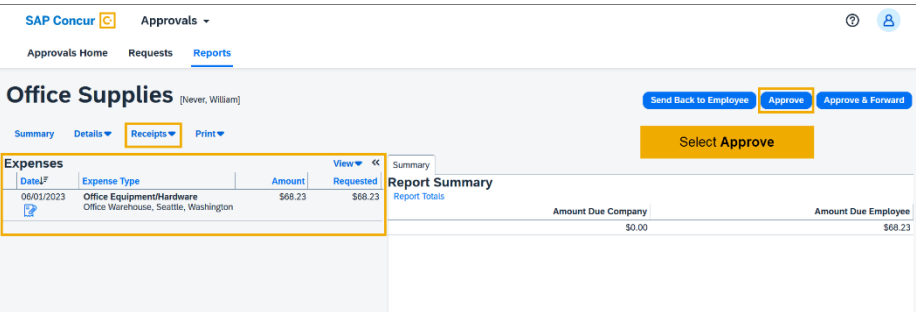2. To open an expense report for review, select the **Report Name**.

All your report expenses appear in the **Expense Reports** list. If the report contains any exceptions, they will be displayed on the **Exceptions** section.

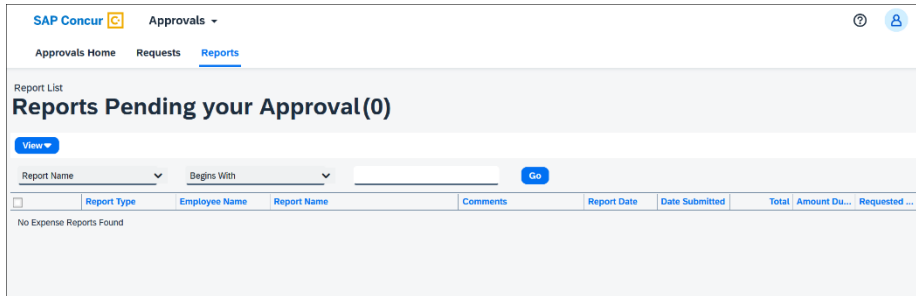

3. After reviewing expenses, receipts, and any exceptions, select **Approve** to approve the expense report.

After you have reviewed and approved an expense report, the report will no longer appear in your **Reports Pending your Approval** list.

Last updated: 29 June 2023