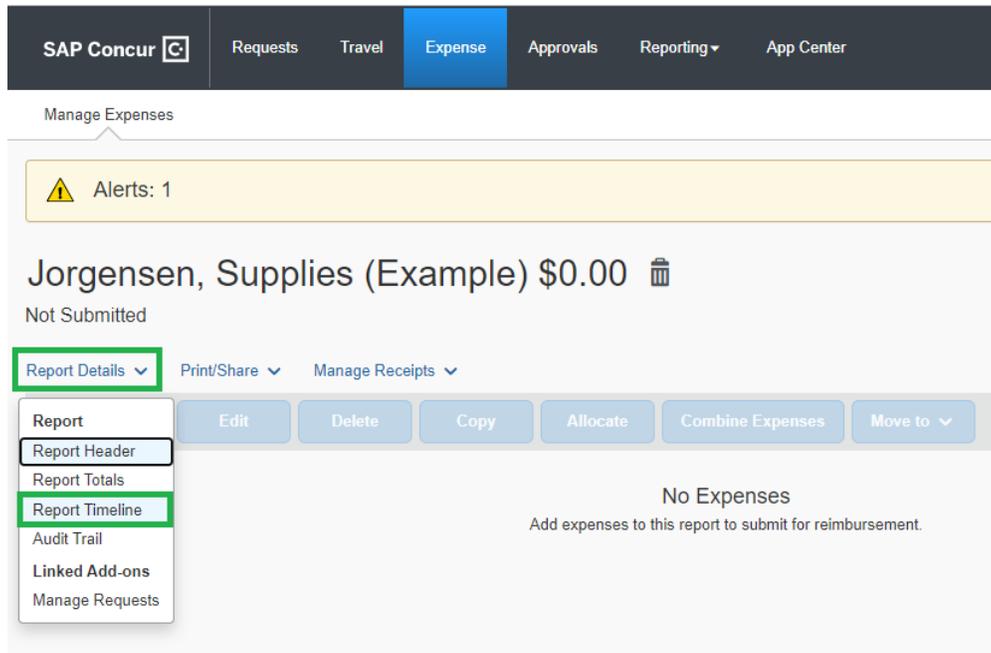


Changing the Department Expense Approver in Concur

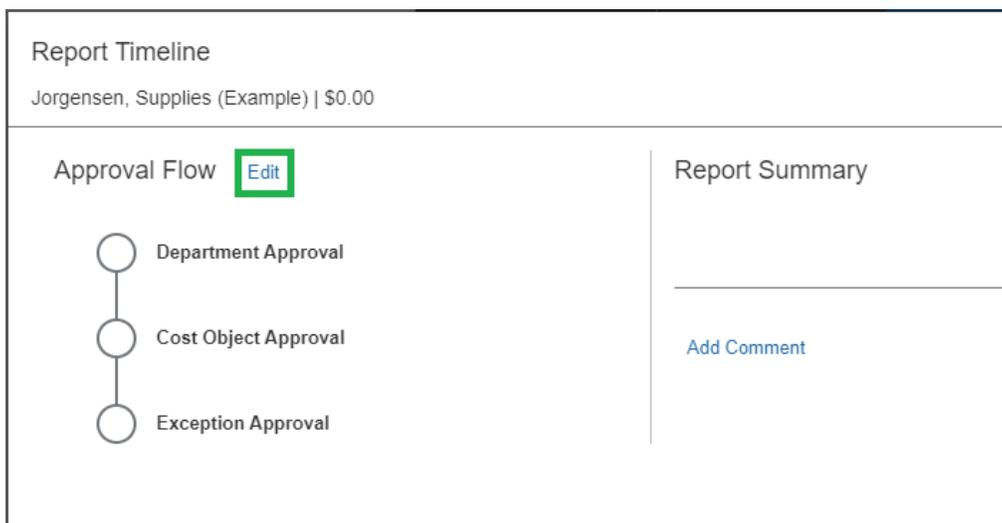
The Department Expense Approver (DEA) automatically defaults to the employee's primary department listed in UCPATH. **If you are seeking reimbursement on funds that are not administered by the primary department, you will need to manually change the DEA so the reimbursement request is routed to the correct department for approval.**

1. Create an expense report
2. In the report click on Report Details then select Report Timeline



The screenshot shows the SAP Concur interface for managing expenses. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted), 'Approvals', 'Reporting', and 'App Center'. Below the navigation bar, there is a 'Manage Expenses' section with an 'Alerts: 1' notification. The main content area displays 'Jorgensen, Supplies (Example) \$0.00' and 'Not Submitted'. A dropdown menu for 'Report Details' is open, showing options: 'Report', 'Report Header', 'Report Totals', 'Report Timeline' (highlighted), 'Audit Trail', 'Linked Add-ons', and 'Manage Requests'. Other buttons include 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The main area shows 'No Expenses' and a message: 'Add expenses to this report to submit for reimbursement.'

3. Click Edit next to Approval Flow



The screenshot shows the 'Report Timeline' interface for 'Jorgensen, Supplies (Example) | \$0.00'. The 'Approval Flow' section is highlighted, and an 'Edit' button is visible next to it. The approval flow consists of three steps: 'Department Approval', 'Cost Object Approval', and 'Exception Approval'. The 'Report Summary' section is also visible, with an 'Add Comment' button.

4. Under Department Approval, enter the last name of the new approver
 - a. MSI = Luisa Velez
 - b. ERI = Jessica Ajao
 - c. EEMB = Andrea Jorgensen