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

![Image of Concur interface showing Report Details and Report Timeline]

3. Click Edit next to Approval Flow

![Image of Concur interface showing Report Timeline with Edit option highlighted]

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