

# Student Organization Travel Fund

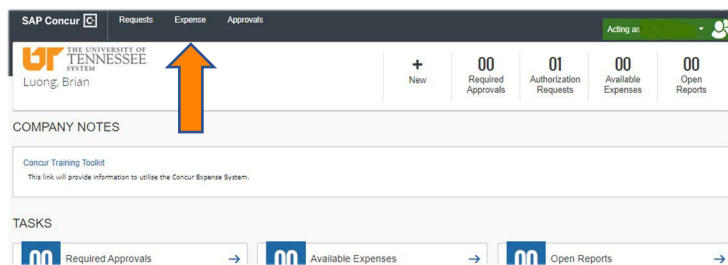
## How to Approve/ Submit Your Expense Report for Approval

After a student organization submits receipts, the SOTF Administrator will create a Travel Expense Report within Concur for each student traveler needing reimbursement. The SOTF Administrator will create each report but the traveler\* will need to submit for final review/approval.

After receiving an email from the SOTF Admin that their report is ready, the traveler will need to log back into Concur to review and submit for final approval (\* students who are NOT employed on campus do NOT need to complete this step, as they will be traveling as Guest Travelers and the SOTF Admin is authorized within Concur to submit)

1. Go to: <https://travel.tennessee.edu> and log in with your NETID

2. From the Concur dashboard, click **Expense**



3. From Report Library, find your trip under **Active Reports** and click on the trip/ report indicated in the email received.

Manage Expenses  
ACTIVE REPORTS

4. Review expense report details including totals, receipts, and any comments.

- NOTE: If you feel the information listed is incorrect, please contact the [SOTF Administrator](#) to discuss the changes needed. DO NOT submit until all issues are addressed.

5. If the information listed on the ER is correct, click the **Submit Report** button in the upper right corner.

Delete Report

Submit Report

6. Follow any additional approval prompts to complete the report submission.

7. The report will be submitted into Concur workflow for additional approvals. After all approvals Accounts/Payable can take 10 to 14 business day to review/audit and send to payment. Once all approvals are complete, you will receive an email notification when your expense report status has been set to Approved. Those employed on campus will receive their reimbursement via direct deposit.