

# Approving Requests

1. Log into Concur
2. Click **Required Approvals** or **Approvals** from the Menu Bar to show full pending list.

## Approvals

Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
Test - day	333D	Test, Traveler1	09/28/2018	09/27/2018	\$170.00
Test1	3337	Test, Traveler1	09/21/2018 09/24/2018	09/28/2018	\$1,094.72

MY TASKS

02 Required Approvals →

Traveler1 T. | Test - day  
\$170.00 — Travel

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Traveler1 T. | Test1  
\$1,094.72 — Travel

3. Click on the Request you would like to review.
4. Review **Header**, **Segments** & **Expense Summary** details.
5. If all request details of the request are correct, click **Approve** to move it on to the next approval level.

Trip Name: Test1

**Additional Information:**

Request Header
Segments
Expense Summary
Approval Flow
Audit Trail

Trip Type

Attachments ▾
Print / Email ▾
Send Back Request
Approve
Approve & Forward

Status: Submitted & Pending Approval  
Amount: \$170.00

Note: If there is an error in the request, refer to [Sending Back Requests](#).

Note: If you would like to inform the Traveler of a Maximum Reimbursement, enter a Comment on the Report Header with initials & date. This will show up on all other approvals & in the Travelers Request & Expense Report.

<input type="checkbox"/>	Test - Anthony	3349	Pending on-line Booking
Comment: Approved for \$2500 reimbursement - (approver's initials & date)			

## Expense Reports

1. Log into Concur
2. Click **Required Approvals** or **Approvals** from the Menu Bar to show full pending list.
3. Click on the Request you would like to review.
4. Review expenses & verify that all **receipts** are attached.
5. If all expense details of the report are correct, click **Approve** to move it on to the next approval level.

Summary Details Receipts Print / Email

Expenses

Transaction Date	Expense Type	Enter Vendor N...	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted Claim...
10/02/2018	Daily Meal Per Diem			New York, New ...	Out of Pocket	\$57.00	\$57.00
10/02/2018	Rail/Train	HJ Transit			Out of Pocket	\$33.00	\$33.00
10/02/2018	Registration/Fees				Out of Pocket	\$200.00	\$200.00
10/02/2018	Personal Car Mileage				Out of Pocket	\$4.91	\$4.91
10/02/2018	Taxi/Car Service/Ride-Share				Out of Pocket	\$45.00	\$45.00

View <<

Summary

Report Summary

Report Totals

Amount Due Company	Amount Due Employee
\$0.00	\$339.91

Requests (1)

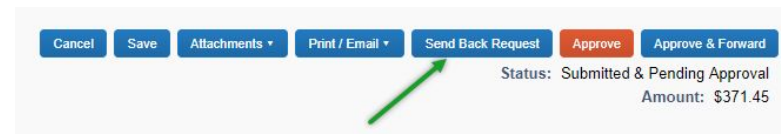
Request Name	Request ID	Amount Approved	Amount Remain...
Test - Day (DM)	334P	\$371.45	\$88.54

## Sending Back Requests

If there is an error in the Request or Expense report, the Traveler must correct it before approval.

1. Click **Send Back Request**, enter a reason in the pop-up & click **OK**.

The Traveler will receive the request back in their Open Requests.  
The reason comment will appear in the Header of the Request.



**Trip Name:** Test - Day (DM)

**Additional Information:**

Request Header Segments Expenses  Approval Flow Audit Trail

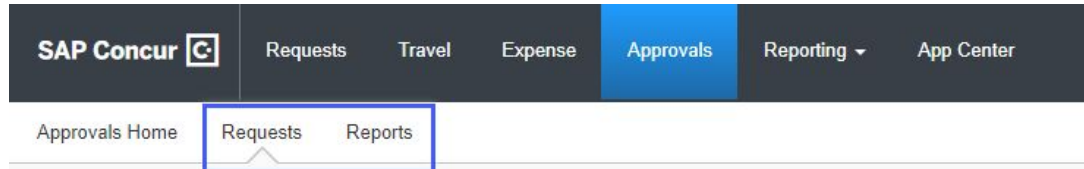
— Previous Comment —

Entered By Default Approver Test: Wrong chartfields

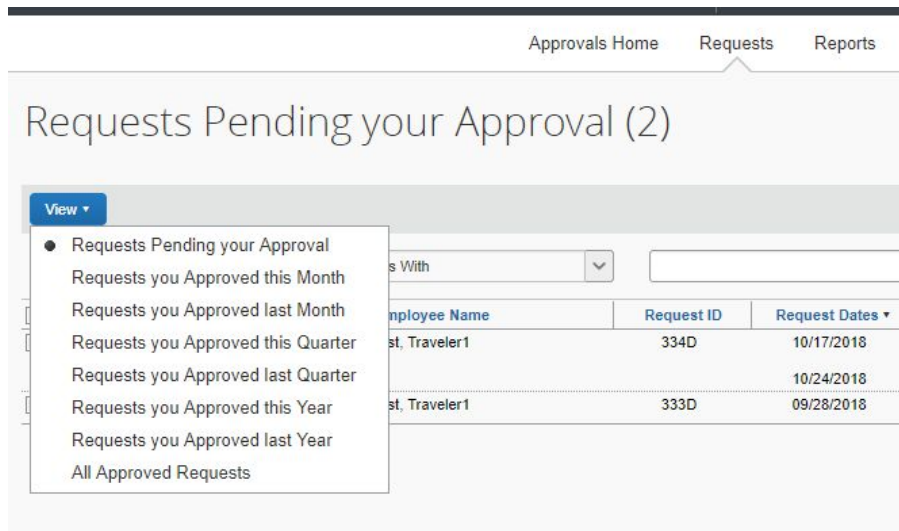
## Reports

An Approver can see all Requests or Expense Reports, pending or approved, by changing the **View** of their approval list.

1. Click **Approvals** from the Menu Bar.
2. Choose **Requests** or **Reports**.



3. Change the **View** to the list you would like to see.



The screenshot shows the 'Requests Pending your Approval (2)' page. The 'View' dropdown menu is open, displaying the following options:

- Requests Pending your Approval
- Requests you Approved this Month
- Requests you Approved last Month
- Requests you Approved this Quarter
- Requests you Approved last Quarter
- Requests you Approved this Year
- Requests you Approved last Year
- All Approved Requests

The background shows a table with the following data:

Employee Name	Request ID	Request Dates
st. Traveler1	334D	10/17/2018
st. Traveler1	333D	09/28/2018