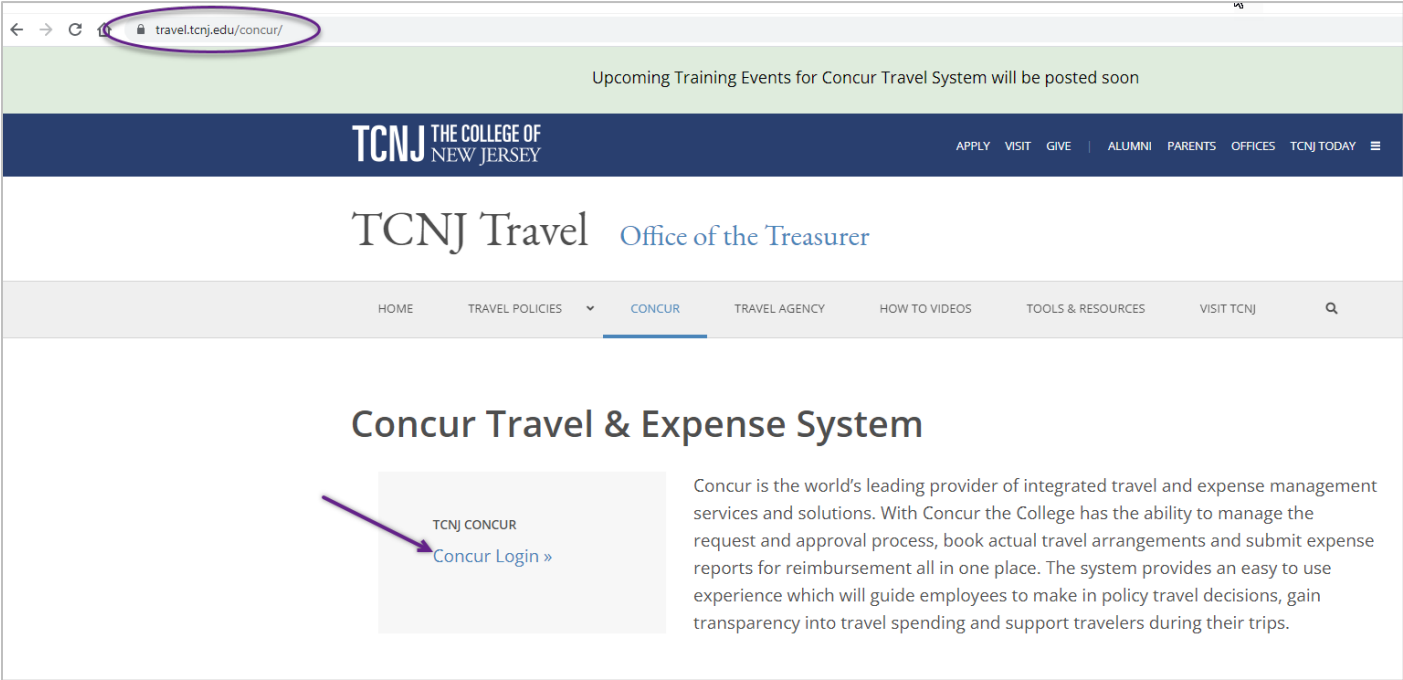
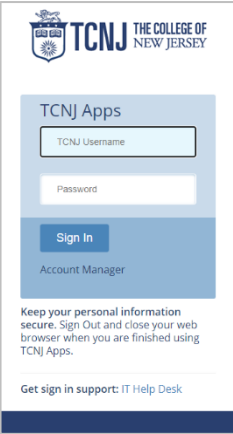


Process Name: Approving Requests

STEP	DETAIL
1	<p>Sign in to Concur</p> <ul style="list-style-type: none"> - Navigate to travel.tcnj.edu - Click Concur from the menu - Click Concur Login  <p>Enter your TCNJ login information</p> 

2

Click **Approvals** from the black bar.
 Click the Requests tab to make it the active view.
 Click the name of the Request.

Request Type	Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
Travel	New UI - Overnight(domestic)	436V	Traveler1, Test	03/15/2022 03/30/2022	02/17/2022	\$2,500.00
Travel	New UI - Blanket	436X	Traveler1, Test	02/28/2022 05/31/2022	02/17/2022	\$375.50
Travel	New UI - Day Trip	436W	Traveler1, Test	02/24/2022	02/17/2022	\$180.70
Travel	OSGP - Bangkok 2019 Session 1	3DYP	Traveler1, Test	06/13/2019 06/26/2019	03/07/2019	\$3,090.00
Travel	DEAN'S TEST1	39NX	Traveler1, Test	02/24/2019 02/28/2019	02/14/2019	\$1,500.00
Travel	no cost - DM1	364M	Traveler1, Test	12/20/2018	12/10/2018	\$183.00

3

Review Request Header

Click Request Details
 Click Request Header
 Verify Dates, Location & COA/POETAF values

- Verify Estimated Expenses

Click **Approve** to continue the approval workflow

Or

Click **More Actions** to Edit the approval workflow or send the request back to the traveler for corrections.

4

