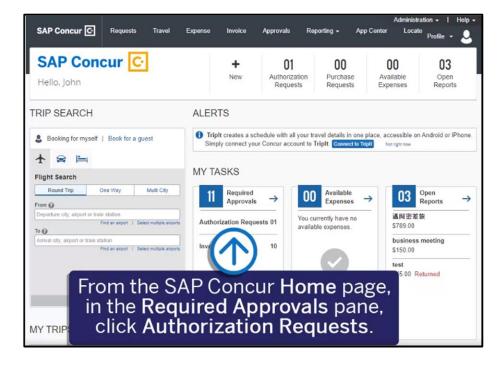




Approving Requests

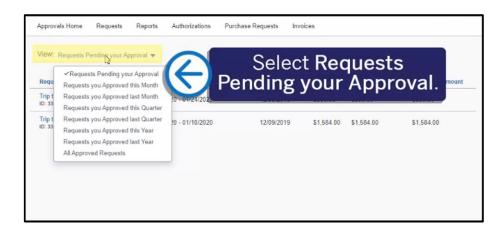
As a request approver, you can review and approve a travel request before an employee incurs their travel expenses.

 From the SAP Concur home page, from the Required Approvals pane, click Authorization Requests.



On the Approvals Home page, the view defaults to Requests Pending your Approval.

 Click the View dropdown menu, and then select Requests Pending your Approval.



We recommend that you approve requests based on the Request start date (or Departure segment date). Note that you must approve same-day travel (within 24 hours of the trip departure) within 20 minutes or the reservation will be cancelled.

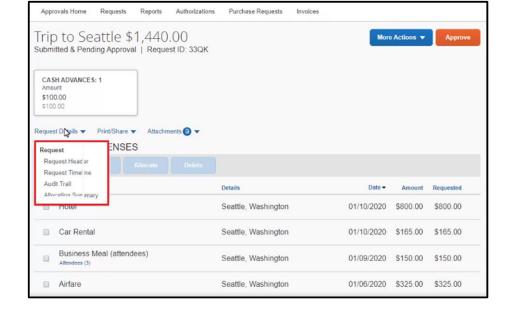




3. Click the **Request Name** for the request you want to view.

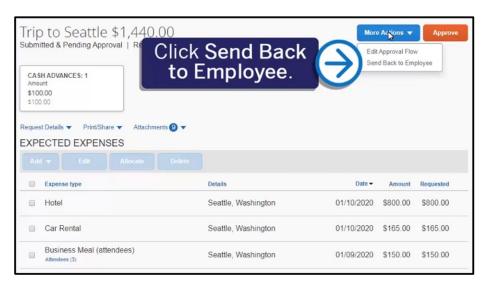


- 4. Review the details of the **Expected Expenses** and any attached documents before approving the request.
- 5. Click the Request Details dropdown menu if you want to review the Request Header and Timeline, Audit Trail, and Allocation Summary.



 To send the request back to the employee, click the More Actions dropdown menu, and then select Send Back to Employee.

A Request Approver can select this option when the request does not conform to company policy.

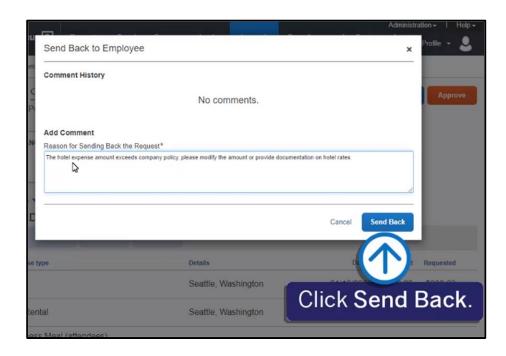






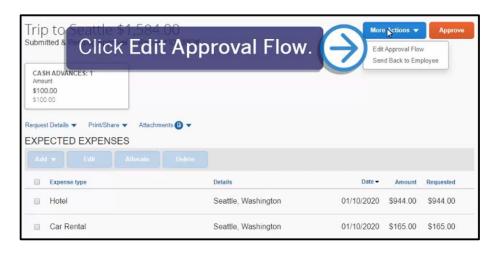
When sending a request back to an employee, you are required to enter a comment, which explains the reason for returning the request.

7. Enter a Comment, and then click Send Back.



You can add additional approvers to a request. In the following example, you will see how to add an additional approver.

 Click the More Actions dropdown menu, and then select Edit Approval Flow.



In the Edit Approval Flow window, you can add an additional approval step for the request.

2. Click Add Step.

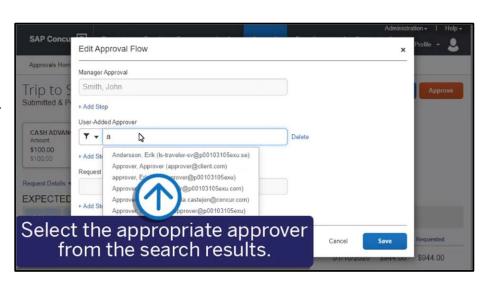


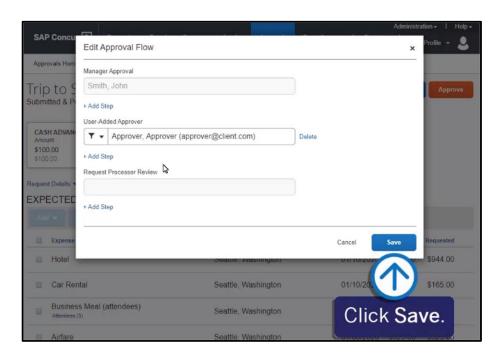




The default search filter is by Last Name. You can also filter by First Name, Email Address, or Login ID.

- 3. In the Edit Approval Flow window, enter your search criteria, and then select the approver from the search results.
- 4. When you are done adding your approval steps, click **Save**.





5. To approve the request, click **Approve**.

Note that as an approver, you also have the ability to approve requests from the SAP Concur Mobile application.

Last updated: 13 May 2020

