


Approver Quick Guide

1. **Log in to Concur via Single Sign-On**
2. **Click Approvals at top of page, or Required Approvals** Request and Expense Report documents are separated on tabs. The number indicates the total pending your approval.
3. **Click Requests or Expense Reports.**
4. **Click the Request or Report Name.**
5. **Review the information** on the Request Header Tab
 - ✓ Supervisory approval- approves the business need for the trip and the time away from regular work duties.
 - ✓ Budget Authority (Cost Object Approvers) reviews funding and expenses.
6. **Click the Expense Summary tab to review the requested expenses.**
7. **Hover over the allocations icon**  to review the total amount being charged to your budget(s). Note: you may only be approving a portion of the request.
8. **To change funding or allocations**, click “Allocate” then “Allocate Selected Expenses” and edit as needed.
9. **View Approval Flow or review the audit trail by clicking either tab**
 - ✓ Note: you can Add Ad Hoc additional approvers on the Approval Flow tab
10. **If document is correct and appropriate**, click the orange “**Approve**” button in the top right.
11. **If corrections are needed**, select “Send Back Request”. Include instructions for changes in the comment.