Approver Quick Guide

1. **Log in to Concur**
2. **Click Approvals** at the top of page or **Required Approvals**. Request and Expense Report documents are separated on tabs. The number indicates the total pending your approval:

![SAP Concur Approvals](image)

3. **Select Requests or Expense Reports tab**, then **click the Request or Report Name** to open.

   **NOTE:** the Reports approver view will look slightly different from the Request approver view shown below.

4. **Review the information on the Request Header** by clicking on the Trip Name:
 Supervisory approval- approves the business need for the trip and the time away from regular work duties, described in the travel justification.
 Budget Authority (Cost Object Approvers) reviews funding and expenses. Update funding on the header if needed:
6. If no changes are needed on the header, select cancel to return to the expenses page and review Expected Expenses.

8. If there are allocations (multiple funding sources) you can review by clicking Request Details > Allocation Summary:

9. To change funding allocations, select one or more expenses and click Allocate:
10. Add funds and split by Amount or Percent:

10. **When ready to approve** click the orange “Approve” button on the top right.

11. **If corrections are needed**, select More Actions and Send Back to Employee. Include instructions for changes needed in the comment.