Authorization Request Pending Approval Report

This report is intended to help departments identify Authorization Requests that have not been submitted or approved. All Authorization Request must be submitted and then approved prior to 5pm on January 17, 2014.

Log in to Concur through SSO using Internet Explorer. Remember to delegate in as the department head so the report will run for the entire department. There are only two available report delegations, so this is limited to just two people in each department (not including the department head). After you have delegated in as the department head, select the “Reporting” tab.

Then select Texas A&M University System.

Then select Texas A&M University System Department Reports.
Select Employees Traveling

Select the double arrow to move to the next page.

This is the Travel Authorization Requests pending approval report. Select the blue run button.
Once the run button is selected it will ask how you want to run the report. Select Excel 2007 and then Run.
The prompts will appear. It is recommended to go back and select April 1st of 2012 to be sure to pull all possible pending Authorization Requests. Select the appropriate system member and then “Finish”.
The below pop up will appear. Select Open to view the Travel Authorization Requests Pending Approval report.

If it does not appear, turn off you pop up blocker or add the “reporting2.concursolutions.com” to the “Allowed sites” in your pop up blocker settings. Then rerun the report.

All authorization requests must be approved prior to 5pm on January 17th. If the request has not been submitted (not filed) and is not needed then just delete the request. The report will show the approval status (i.e. pending approval, not filed, resubmit).

If there are any questions please email travel@tamu.edu or call 458-5731.