

Approving a Travel Request

1. When you receive notification that there is a report ready for you to review and approve you should log into Concur through SSO. Once logged in, locate the tab required approvals. You may also select the report from my tasks section in the required approvals box.

The screenshot displays the SAP Concur user interface. At the top, navigation tabs include Requests, Travel, Expense, Approvals, Reporting, and App Center. A summary bar shows counts for various metrics: New (+), Required Approvals (00, highlighted with a red box), Authorization Requests (03), Available Expenses (10), Open Reports (05), and Cash Advances (00). The main content area is divided into sections: TRIP SEARCH (with a funding source dropdown and flight search filters), COMPANY NOTES (with a welcome message and cancellation notice), and MY TASKS (with three task cards: 00 Required Approvals, 10 Available Expenses, and 05 Open Reports). A red arrow points to the '00 Required Approvals' task card. The bottom of the page features the SAP logo on the left and the SAP Concur logo on the right.

2. Locate the request you wish to approve. Click on the request

The screenshot shows the SAP Concur 'Approvals Home' interface. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. Below the navigation, there are two summary cards: '03 Requests' and '01 Expense Reports'. The main section is titled 'Requests' and contains a table with the following data:

Request Type	Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
<input type="checkbox"/> Travel	Washington, DC-test To attend research conference	UXHT	NEVER, WILLIAM	09/29/2021 09/30/2021	09/02/2021	
<input type="checkbox"/> Travel	Denver-TEST To attend Concur conference and present research	UXHR	NEVER, WILLIAM	09/22/2021 09/23/2021	09/02/2021	
<input type="checkbox"/> Travel	Export Controls Form test	RM6E	NEVER, WILLIAM	05/08/2020 05/09/2020	10/20/2021	

3. To View the receipts that are attached to the request click the receipts button.

The screenshot shows the 'Request RM6E' form for 'NEVER, WILLIAM'. At the top right, there is a row of buttons: 'Cancel', 'Save', 'Attachments', 'Print / Email', 'Send Back Request', 'Approve', and 'Approve & Forward'. A red arrow points to the 'Attachments' button, which has a tooltip that says 'View Documents in a new window' and 'Attach Documents'. The status of the request is 'Submitted & Pending Approval'. Below the buttons, there is a warning message about high-risk countries and a form with various fields for trip details, including 'Employee last name', 'Trip Name/Destination', 'Request Policy', 'Trip Start Date', 'Trip End Date', 'Travel Classification', 'Traveler Type', 'Student Travel Activity Type', 'Contracts/Grants', 'Trip Purpose & Benefit', 'GSA Meal Rate', 'Personal Travel Included', 'Non-Employee/Student Traveler', 'Notes', 'Foreign Country 1-4', 'Foreign2-4', 'System', 'System Member', 'Department/SubDepartment', 'Account', 'Account Attribute', and 'Department Reference Number'.

4. Once the request has been reviewed the approver may send the request back to the employee for changes or approve the request by clicking approve and accepting the final confirmation.

This screenshot is identical to the previous one, showing the 'Request RM6E' form. A red arrow now points to the 'Approve' button in the top right corner. The status of the request remains 'Submitted & Pending Approval'.