

How to Approve a Travel Request

Using Concur, you can approve a travel request submitted by your department team member. After the request is approved, the travel will be permitted and an expense report can be created. In this guide you will see how to approve a submitted request.

<u>Step 1:</u>	MY TASKS	
On the Concur homepage, the approver will see the number of pending requests under the My Tasks section in the Required Approvals tile	00 Required Approvals	
Step 2:	00 02 00 Trips Requests Expense Reports	
take you to a list of the	Requests	
requests requiring	Request Type Request Name Request ID Employee Request Dates	
approval. Click on the	Travel 6URJ 10/16/2022	
request name you wish to	413 10/19/2022 Cg	
<u>Step 3:</u>	EXPECTED EXPENSES	
Review the request details and expected expenses.	Add Edit Delete Allocate	
	☐ Alerts↓↑ Expense type↓↑	
	Hotel Reservation	
	02. Personal Car Mileage	

SDSU Business and Financial Affairs

Step 4: You can see the full request information by selecting the Request Details dropdown and selecting Request Header	Alerts: 3 TEST \$1,050.00 Submitted & Pending "Reports To" Approval1 Request ID: 4GPG Request Datalis Print/Share Attachments Request Header Edit Atlocate Details Date And Allocation Summary Indication Summary Los Angeles, California 01/26/2021 \$4	
Step 5: A reminder to consider these details when reviewing: - banned states - personal days - comments - attachments	Alerts: 3	
Step 6: When review is complete, choose to Approve , or select another action from the More Actions dropdown.	More Actions Approve Edit Approval Flow Image: Compare the second se	
Step 7: Within More Actions you can perform the following functions:	 Edit Approval Flow – This option allows you to add another approver for additional review. Click "+ Add Step" and add an additional approver in the "Budget Approval" step. Enter the last name of the approver and select from the dropdown box. You can only select users who are already designated as approvers in the system. Approve & Forward – approve the Request and forwards it to the net approver Send Back to Employee – Return the Request to the traveler. Use the Comment field in the Send Back to Employee window to explain the reason the report is being returned, then click 	

SDSU Business and Financial Affairs

<u>Step 8:</u>	Manage Requests ທ	ew Active Requests
Once the Travel Request has been acted on by the approver, notification regarding the status will be sent to the traveler. The status will then be noted on the traveler's Manage Requests page.		APPROVED 11/04/2020
	•	A Request Example
	Create New Request	\$823.50
		Approved