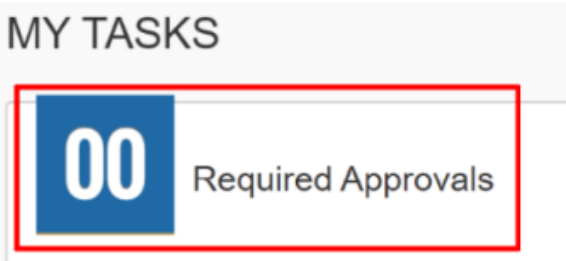
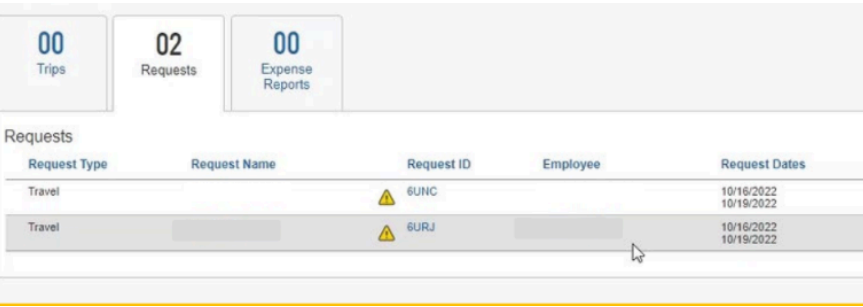
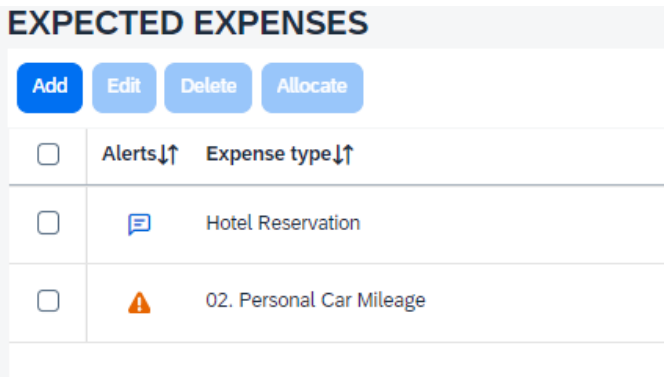


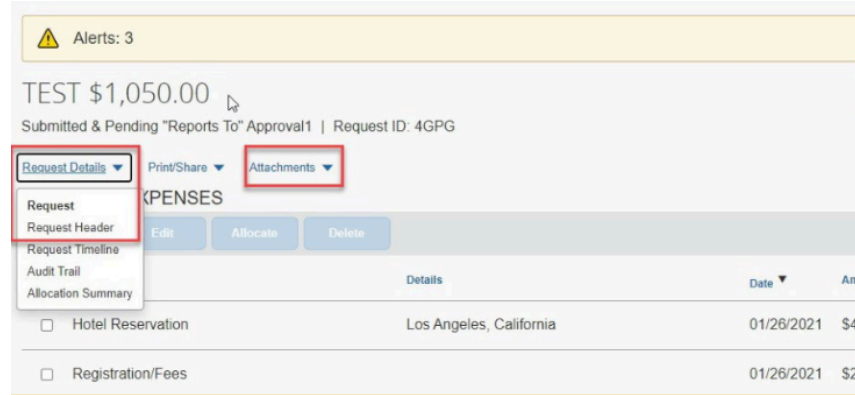
## How to Approve a Travel Request

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.

<p><b>Step 1:</b></p> <p>On the Concur homepage, the approver will see the number of pending requests under the My Tasks section in the <b>Required Approvals</b> tile</p>	
<p><b>Step 2:</b></p> <p>Clicking on the tile will take you to a list of the requests requiring approval. Click on the request name you wish to review</p>	
<p><b>Step 3:</b></p> <p>Review the request details and expected expenses.</p>	

**Step 4:**

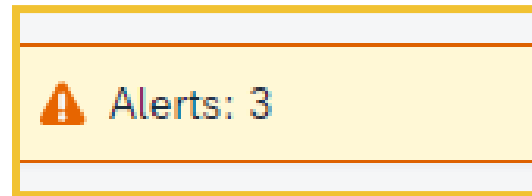
You can see the full request information by selecting the **Request Details** dropdown and selecting **Request Header**



**Step 5:**

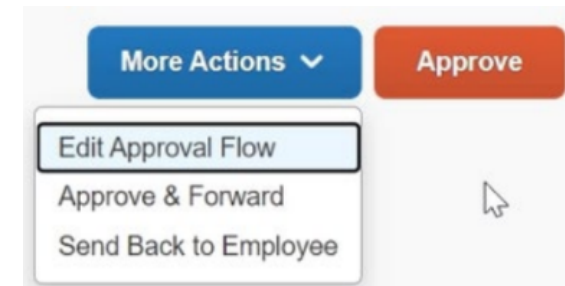
A reminder to consider these details when reviewing:

- banned states
- personal days
- comments
- attachments



**Step 6:**

When review is complete, choose to **Approve**, or select another action from the **More Actions** dropdown.



**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 next 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

**Step 8:**

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.

