Concur Travel Request & Expense Approver Role
Approver Role

• The approver will approve Requests and Expense Reports that have been built by an employee.

• An approver can:
  • Approve Requests and Expense Reports submitted by employees that they supervise
  • Approve Requests and Expense Reports that are using a fund that the Approver manages
  • Approve both for the employees they supervise and the fund they manage.
To see a list of Approvals that require attention.

Select the arrow next to “Required Approvals”
The Approvals Home tab will show required approvals for Travel, Requests, Expense Reports, and Statement (Pcard) Reports.
If the Approver has selected a delegate to preview Approvals, a green icon 🚀 will be present next to the Report name.

Select the Report that requires Approval.
The Report screen will show:

1. Report Name
2. The individual expenses
3. Total amount of the Report
4. Report summary including any Requests attached

Select the Report Name to view the Report header.
The Report header contains report details such as Report/Trip business start/end dates, Report purpose, travel type, business purpose, amounts to be reimbursed and amount to be paid by the University. The header also contains the chart string to be used to pay for the expenses and the amount approved on the request that is associated with the Report.

Select Cancel
Select an individual expenditure and review details.

Select Receipt Image Icon to review the attached receipt(s).
The receipt can also be viewed by hovering the mouse pointer over the blue “Receipt Image Available” icon.

When review is complete, the Approver can either send the report back to the user for more information or Approve the Report.

Select Approve.
The Approver is required to make a Final Confirmation.

Select Accept.
The Approver can review previously Approved Reports.

Select Approvals -> Reports -> View

Select the appropriate query to run based on Reports to be viewed.
The Approver can review the Report Status, Payment Status, or review previously Approved reports.