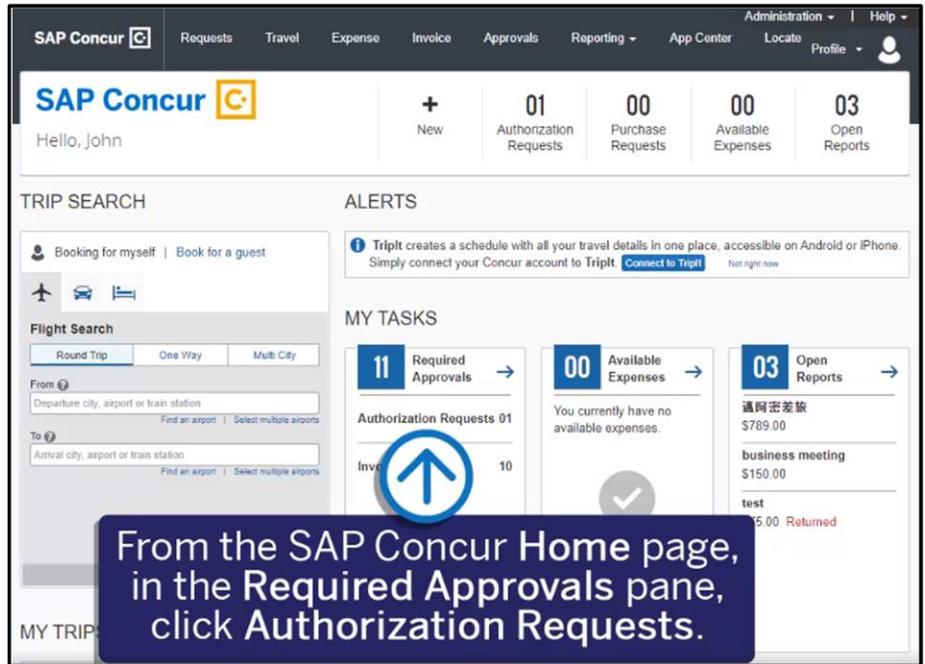


Approving Requests

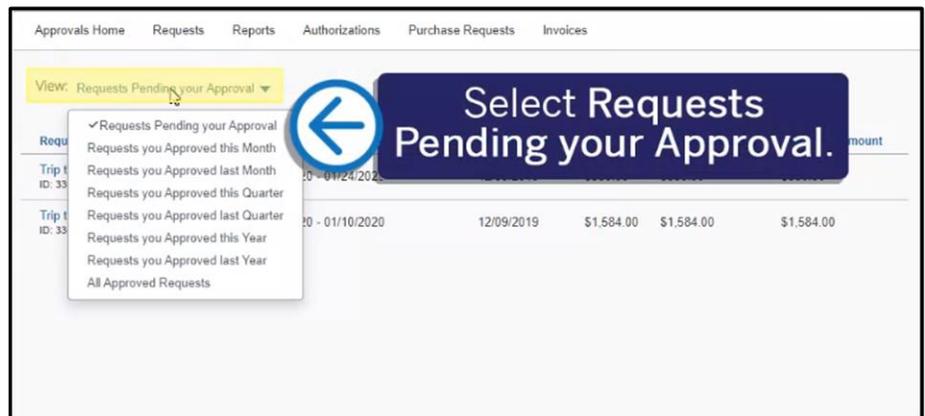
As a request approver, you can review and approve a travel request before an employee incurs their travel expenses.

1. From the **SAP Concur** home page, from the **Required Approvals** pane, click **Authorization Requests**.



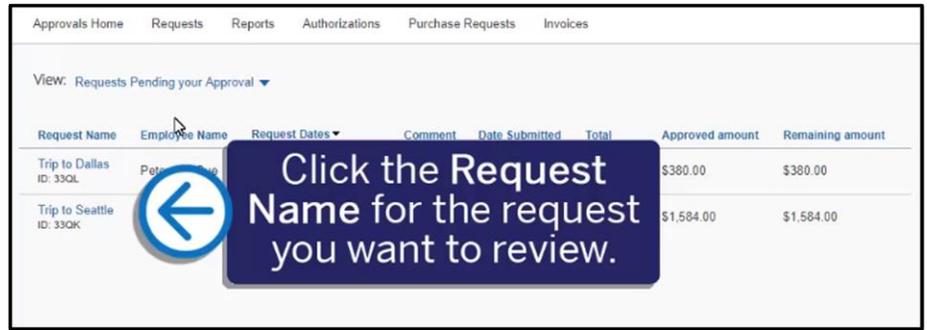
On the **Approvals Home** page, the view defaults to **Requests Pending your Approval**.

2. Click the **View** dropdown menu, and then select **Requests Pending your Approval**.

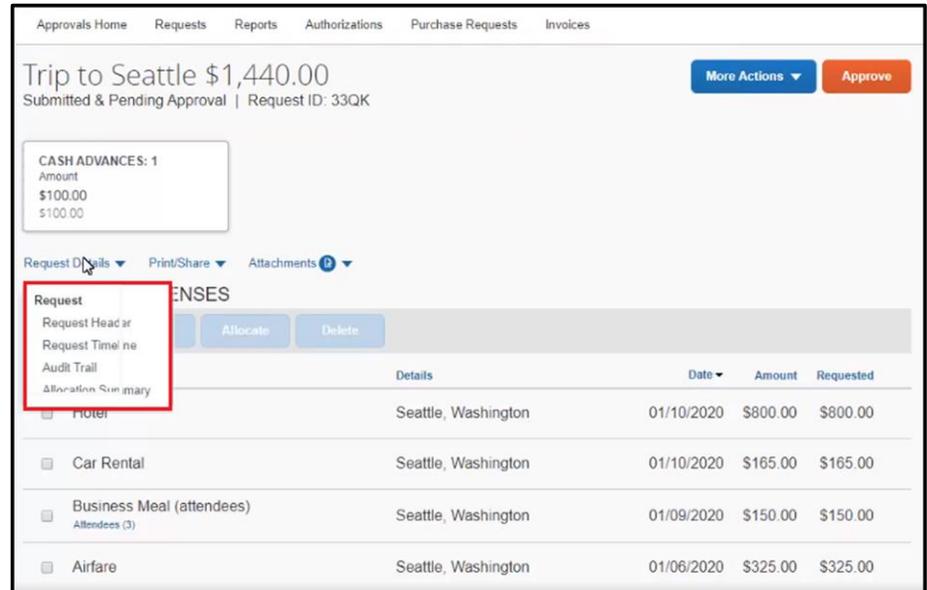


We recommend that you approve requests based on the Request start date (or Departure segment date). Note that you must approve same-day travel (within 24 hours of the trip departure) within 20 minutes or the reservation will be cancelled.

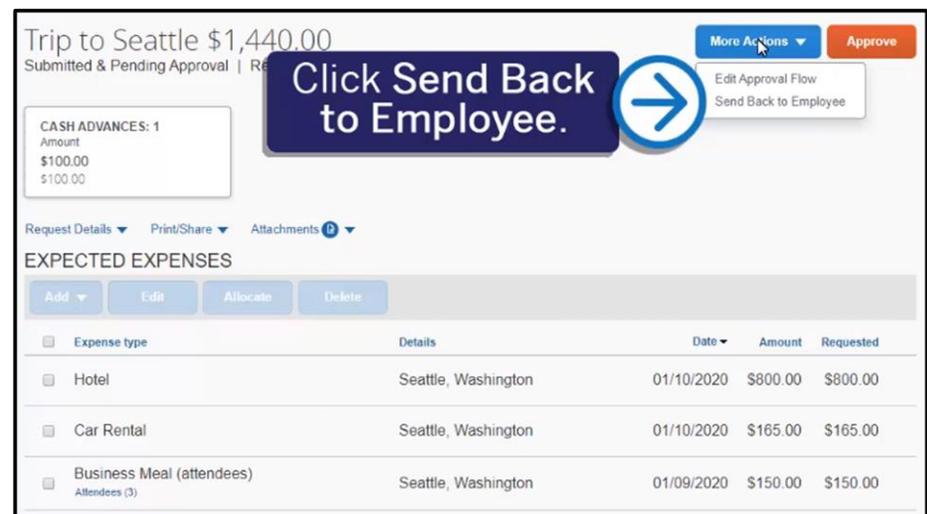
3. Click the **Request Name** for the request you want to view.



4. Review the details of the **Expected Expenses** and any attached documents before approving the request.
5. Click the **Request Details** dropdown menu if you want to review the **Request Header** and **Timeline**, **Audit Trail**, and **Allocation Summary**.

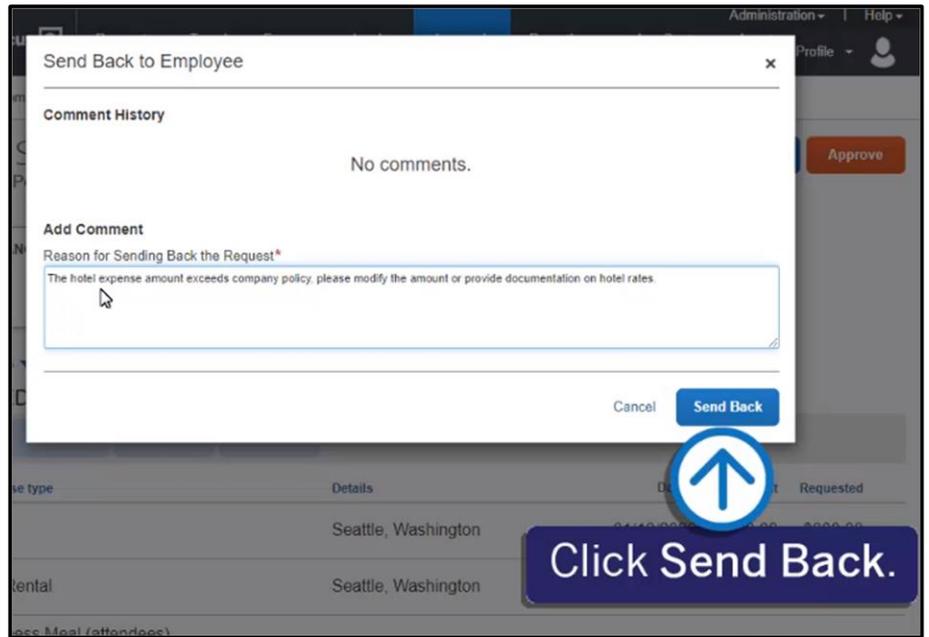


6. To send the request back to the employee, click the **More Actions** dropdown menu, and then select **Send Back to Employee**.
A Request Approver can select this option when the request does not conform to company policy.



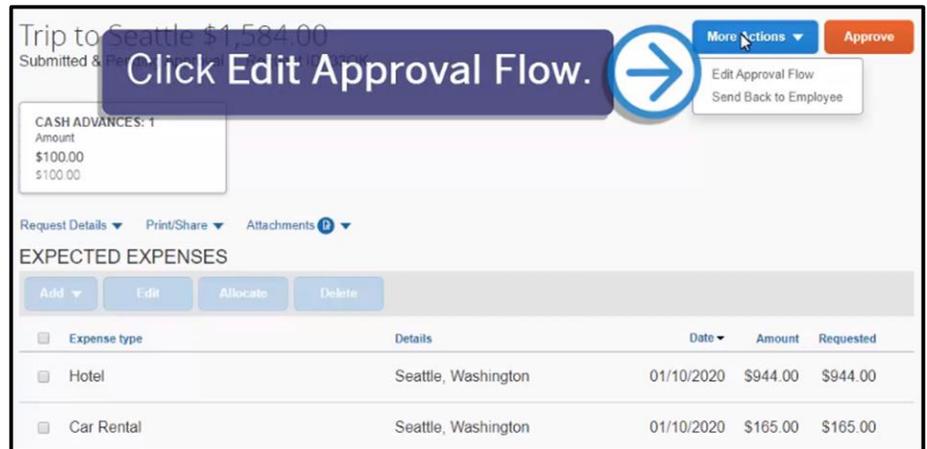
When sending a request back to an employee, you are required to enter a comment, which explains the reason for returning the request.

7. Enter a **Comment**, and then click **Send Back**.



You can add additional approvers to a request. In the following example, you will see how to add an additional approver.

1. Click the **More Actions** dropdown menu, and then select **Edit Approval Flow**.



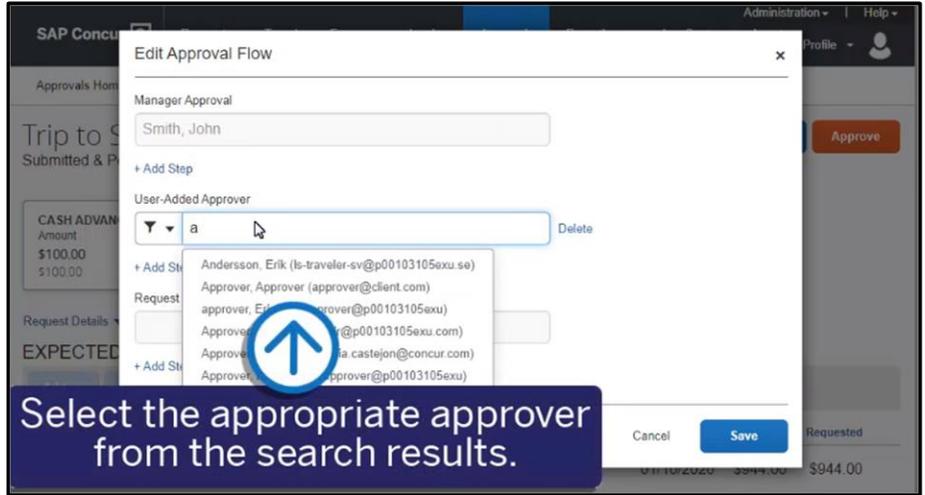
In the **Edit Approval Flow** window, you can add an additional approval step for the request.

2. Click **Add Step**.

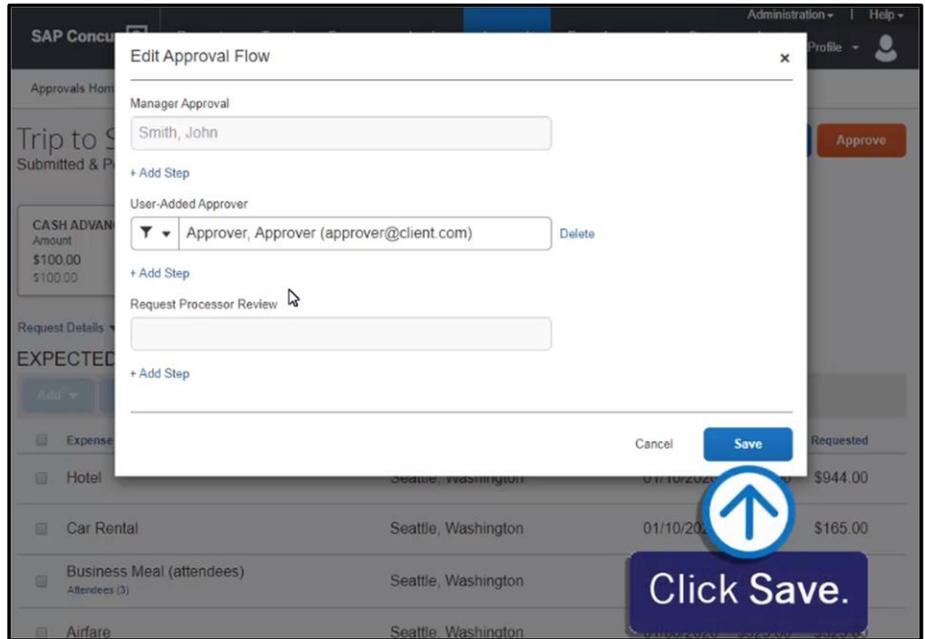


The default search filter is by **Last Name**. You can also filter by **First Name**, **Email Address**, or **Login ID**.

3. In the **Edit Approval Flow** window, enter your search criteria, and then select the approver from the search results.



4. When you are done adding your approval steps, click **Save**.



5. To approve the request, click **Approve**.

Note that as an approver, you also have the ability to approve requests from the SAP Concur Mobile application.



Last updated: 13 May 2020