# SAP Concur Approving Travel Requests

Travel requests should be reviewed and approved prior to the traveler incurring any travel expenses. Topics covered include reviewing, sending back, adding an additional approver, and approving expense reports.

To start from the SAP Concur Home Screen in the My Tasks section, you will see a Required Approvals tile. Click on the line "Authorization Requests". Please note you may also follow these steps while logged into the SAP mobile app.
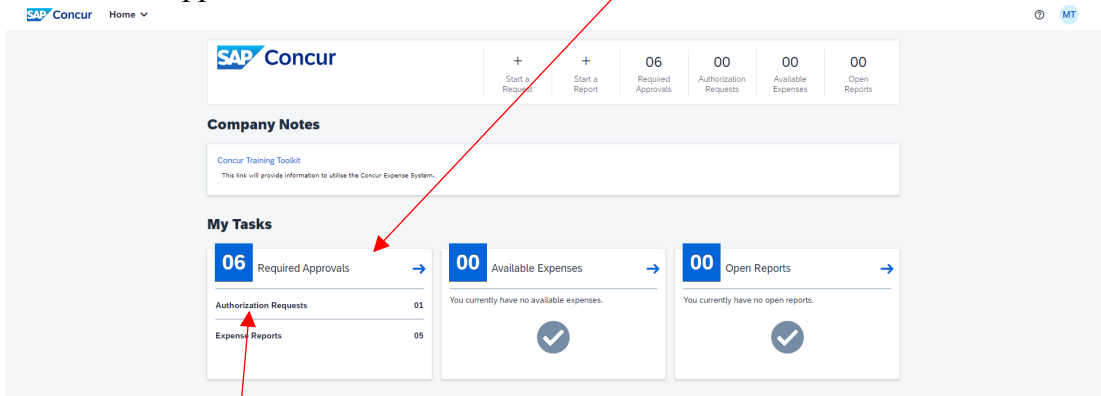
Click on Authorization Request, which takes you to the Authorization Request(s) needing your approval.
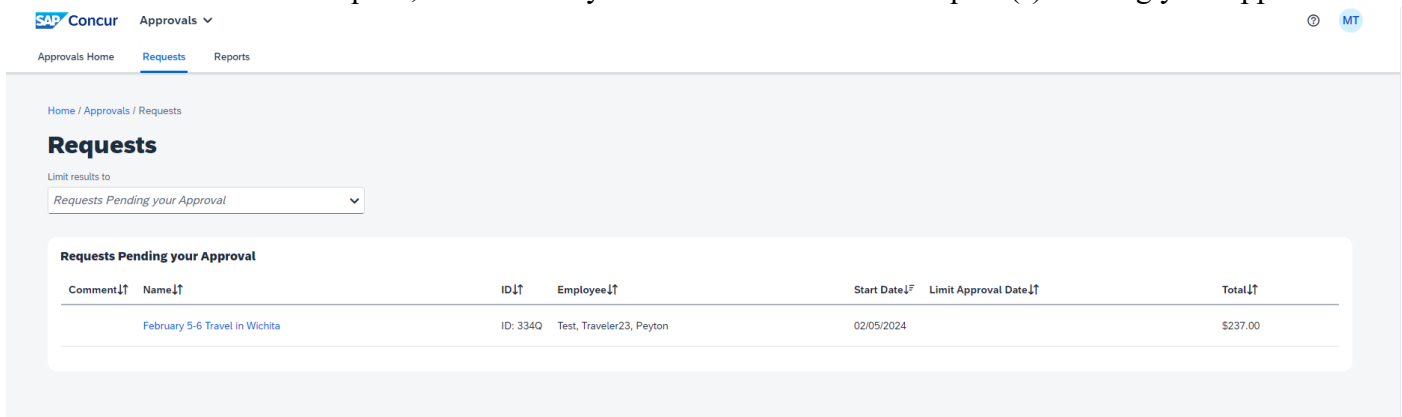
The screen above shows the results automatically come up with the Requests Pending your Approval. You can see below the options you may choose to see requests you have already approved.
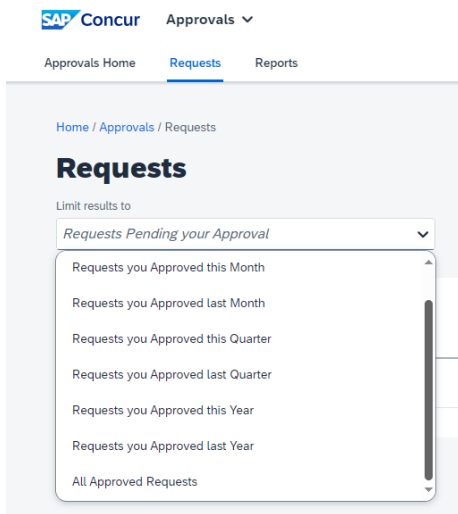

Concur recommends you approve requests based on the trip's departure date.

Click on the request you would like to review and approve.

As an approver, you will review the details of the expected expenses and any attached documents before approving the request. Approvers may change the FOAPAL and add additional attachments. Reminder, if attending a conference, the traveler should attach the conference agenda and include documentation on the conference lodging rate.

Select the Request Details drop-down arrow to review the request header, timeline, audit trail or allocation summary.
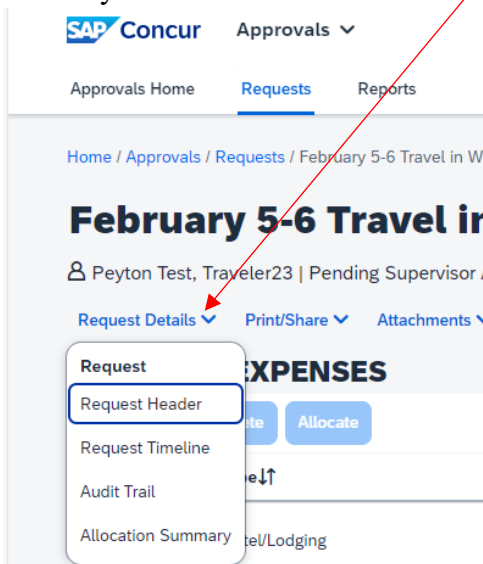

Request Header is a summary, cover sheet, or report details.
Request Timeline shows when the request was submitted and how it will flow through the approval process.
**Audit Trail** is the complete picture of the request and when it was routed to different individuals.
Allocation Summary provides the FOAPAL information for the trip. Approvers may make changes to the FOAPAL.

If the request has documentation there will be an icon next to the attachments drop-down arrow. To view the attachments, click on the drop-down arrow and choose view Documents. Once finished reviewing the documents, select X to close the attachments. Approvers have the ability to add attachments, click on the drop-down arrow and choose Attach Documents.
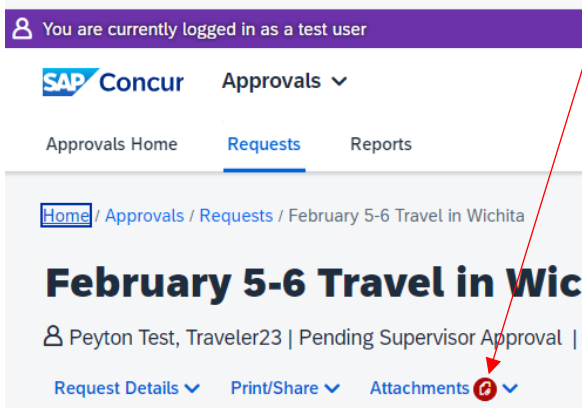
Send the Request Back to Traveler: If the approver needs to send the request back to the traverler for more information or changes, click on the blue More Actions drop-down arrow and select Send Back to Employee.
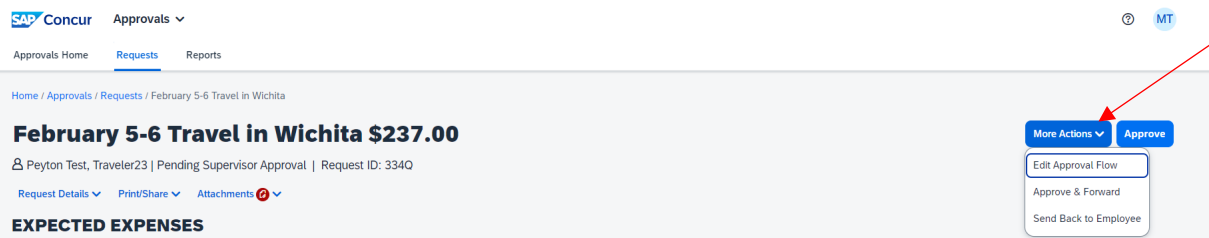

The screen below appears. Type the reason for sending back the request and then click the blue Send Back button. Note the reason is required and the blue Send Back button will not appear until something is typed in this comment box.
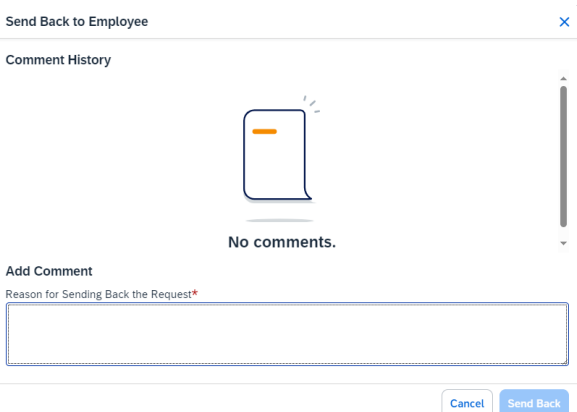
Adding Additional Approvers: After reviewing, if the approver would like to add an additional approver, click on the blue More Actions drop-down arrow and select Edit Approval Flow.
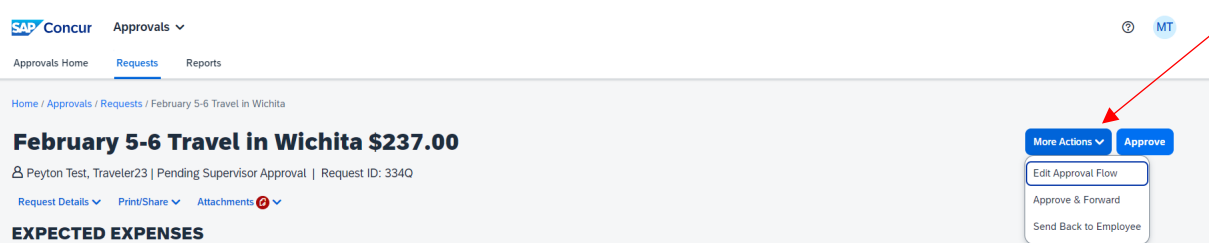
The screen below appears. In this Edit Approval Flow window, click on +Add Step.

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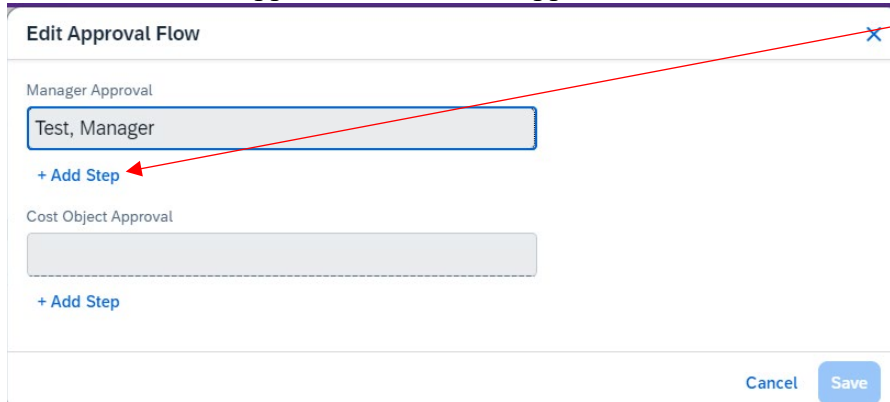
The screen below appears. Click into the User-Added Approver box and a search window comes up. The default is search by last name, but it can be changed to First Name, Email Address, Login ID, or Employee Id. If searching by anything other than last name, select your search criteria. As you begin to type in the search box, anything matching in Concur will appear for you to select. Click on the individual you would like, add additional approvers as needed, then click save.

Edit Approval Flow   ✕

Manager Approval

Test, Manager

+ Add Step

User-Added Approver *

| Last Name ⌄ | Search by Last Name | 🔍 | Delete |

No Results Found

Cost Object Approval

+ Add Step

Cancel   **Save**

Approve Request: Now you are ready to approve the request. Click the blue Approve button and the following Approver Agreement will appear. Read the statement and click Accept & Continue if you are ready for the document to move on in the approval process.

Once you have Approved the request, the request will no longer appear in your pending approval queue and the traveler will see in the request library that it is at the next approval step.

Approver Agreement: ✕

By clicking 'Accept' I certify that the estimated expenses in this request have been reviewed and comply with Washburn University policy.

Cancel   **Accept & Continue**