

TRAVEL APPLICATION

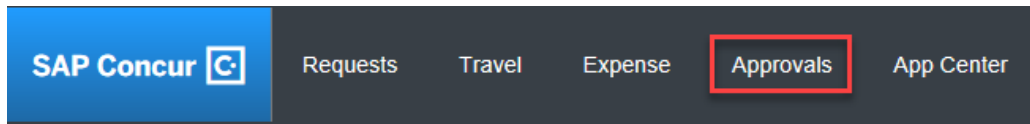
Financial Approvals

HELPFUL HINTS

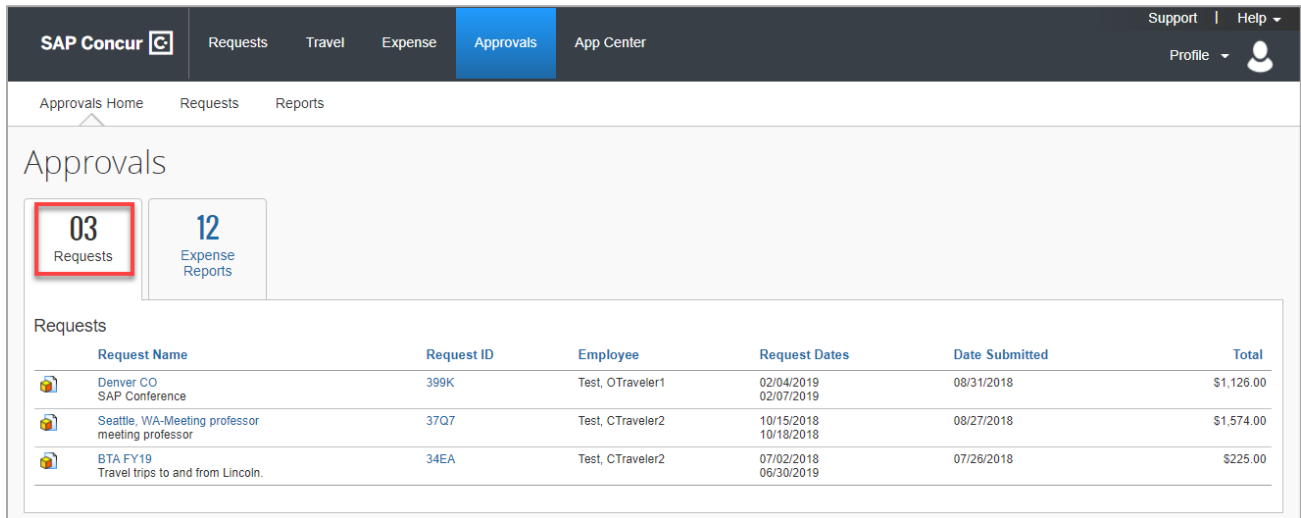
- Financial approvers need to review travel requests to allow for travel booking and submission of expense reports. On the Concur home page, in the *My Tasks* section, a list of any request waiting for approval is displayed.

PROCEDURE

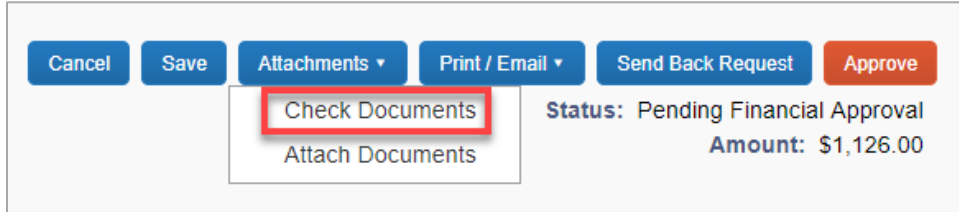
- For quick access to reports to approve, click *Approvals* on the top of the screen.



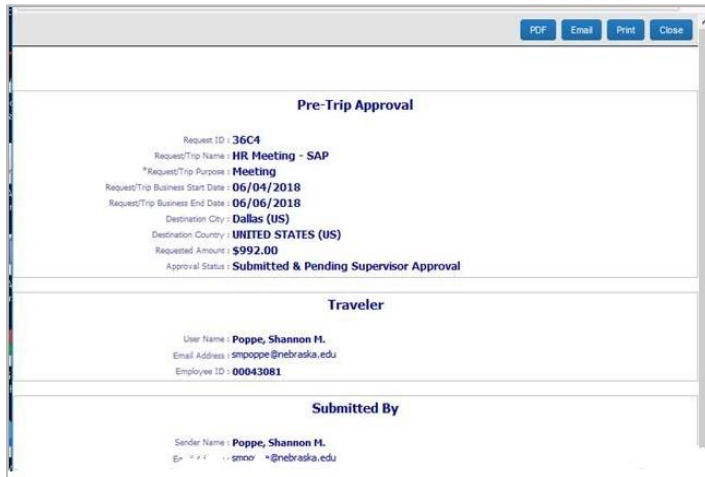
- At the top of the approvals home page will display the number of travel requests awaiting approval. The list is also displayed in the quick approval view pane.



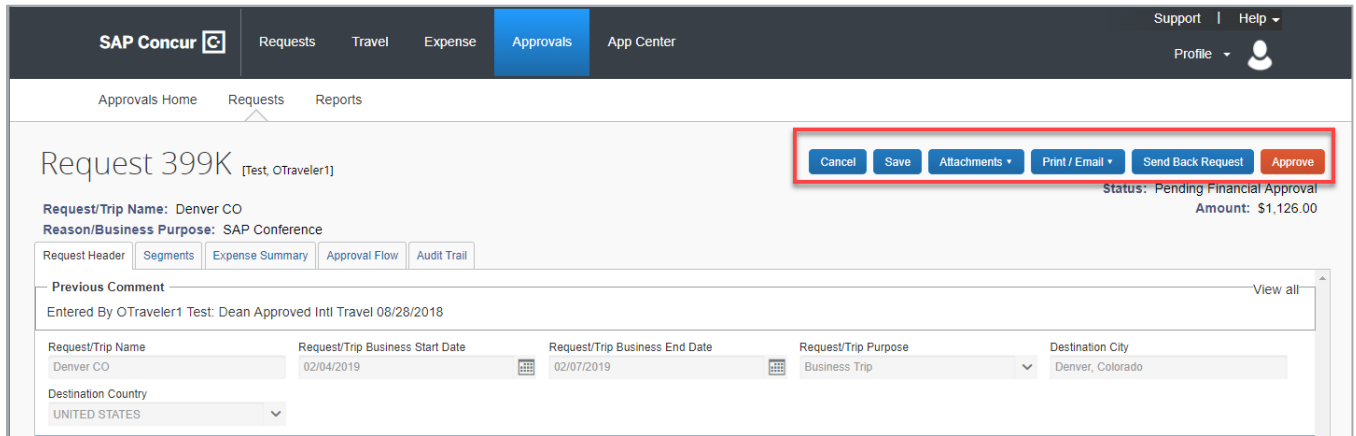
- To open a travel request review, click the request name.
- Review the travel request.
- To view an attachment (if applicable), click on the attachments dropdown menu and select *view documents in a new window*.



6. To view, save as PDF, email or print the request, click on **Print / Email**. A pop-up window will appear.



7. Financial approvers can send back request (for corrections or to deny the request) or approve the request.



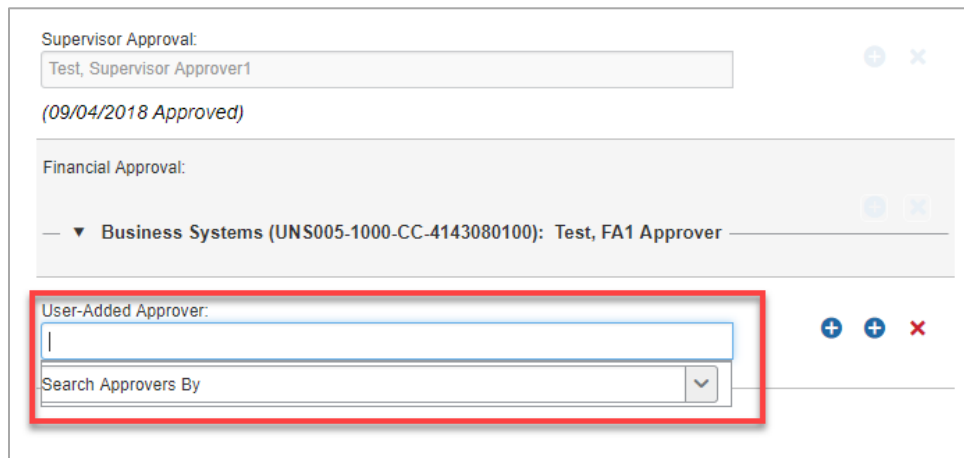
- 8. To approve the travel request, click on **Approve**.
- 9. After reviewing and approving a travel request, it no longer appears in the pending approvals list.

USER-ADDED APPROVER

- 1. A financial approver can approve and forward a travel request for an additional approver. From within the travel request click on the Approval Flow tab. Select the **+** button.



Search for a user-added approver.



Tip: When searching, enter an employee's last name in the User-Added Approver field. (Optional) Select the drop-down arrow for 'Search Approvers By' to search by email address or other criteria.

REVIEW & APPROVE A TRAVEL REQUEST (FINANCIAL APPROVER)

Updated September 10, 2018

User-Added Approver:

Search Approvers By ▼

Last Name
First Name
Email Address
Login ID
Employee ID

Once a user-added approver is selected, click on Approve.

Save Workflow Attachments Print / Email Send Back Request **Approve**

Status: Pending Financial Approval
Amount: \$1,126.00

Approval Flow Audit Trail

Supervisor Approval:
Test, Supervisor Approver1
(09/04/2018 Approved)

Financial Approval:
Business Systems (UNS005-1000-CC-4143080100): Test, FA1 Approver

User-Added Approver:
Jones, Edward