

TRAVEL APPLICATION

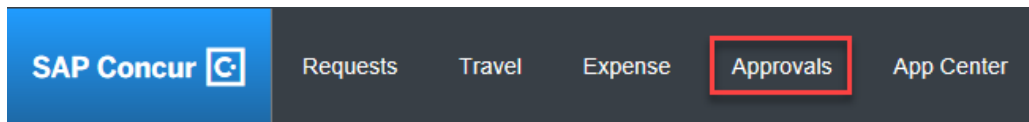
Financial Approvals

HELPFUL HINTS

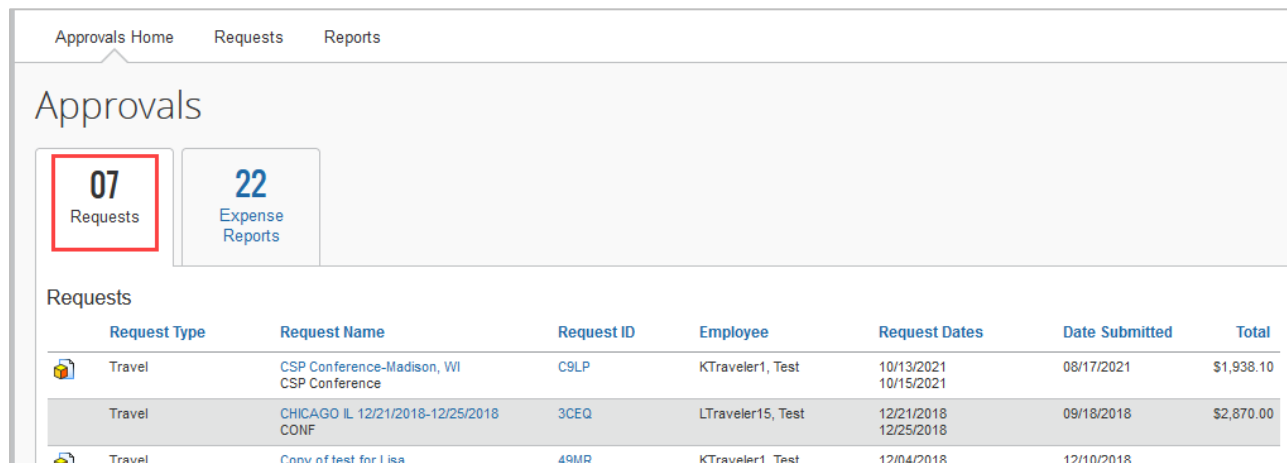
- Financial approvers need to review travel requests to allow for travel booking and submission of expense reports. On the Concur home page, in the My Tasks section, a list of any request waiting for approval is displayed.

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.

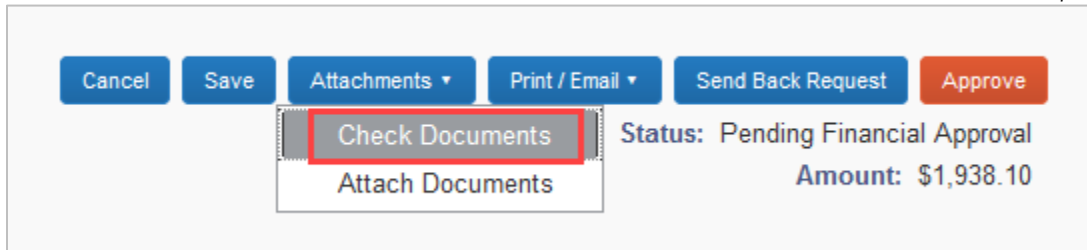
A screenshot of the SAP Concur 'Approvals' home page. At the top, there are navigation links for 'Approvals Home', 'Requests', and 'Reports'. Below this, the word 'Approvals' is displayed in a large font. Underneath, there are two summary cards: one for '07 Requests' (highlighted with a red box) and one for '22 Expense Reports'. Below the summary cards is a table titled 'Requests' with the following columns: Request Type, Request Name, Request ID, Employee, Request Dates, Date Submitted, and Total. The table contains three rows of data.

Request Type	Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
Travel	CSP Conference-Madison, WI CSP Conference	C9LP	KTraveler1, Test	10/13/2021 10/15/2021	08/17/2021	\$1,938.10
Travel	CHICAGO IL 12/21/2018-12/25/2018 CONF	3CEQ	LTraveler15, Test	12/21/2018 12/25/2018	09/18/2018	\$2,870.00
Travel	Copy of test for Lisa	49MR	KTraveler1, Test	12/04/2018	12/10/2018	

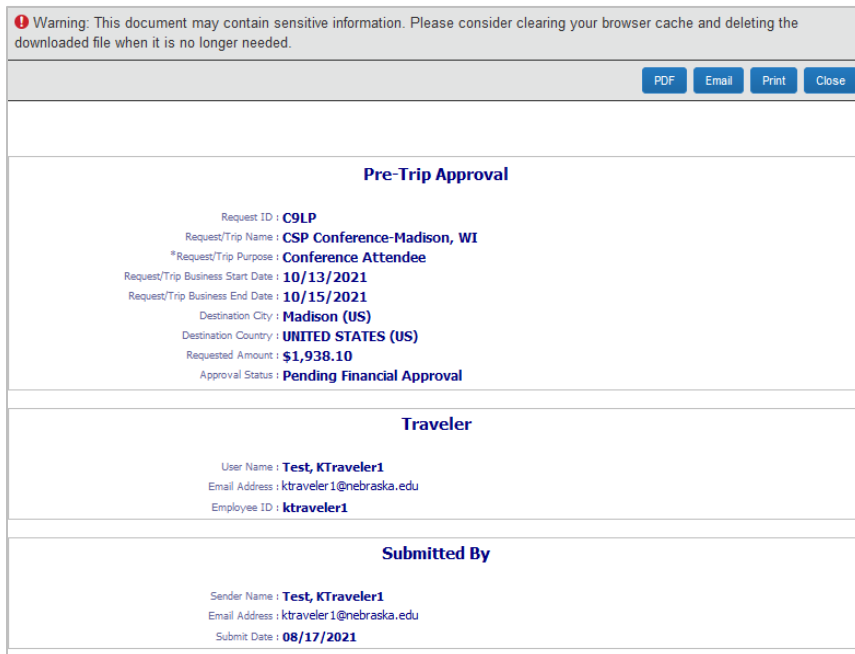
- To open a travel request review, click the request name.
- Review the travel request.
- To view an attachment (if applicable), click on the attachments dropdown menu and select *view documents in a new window*.

REVIEW & APPROVE A TRAVEL REQUEST (FINANCIAL APPROVER)

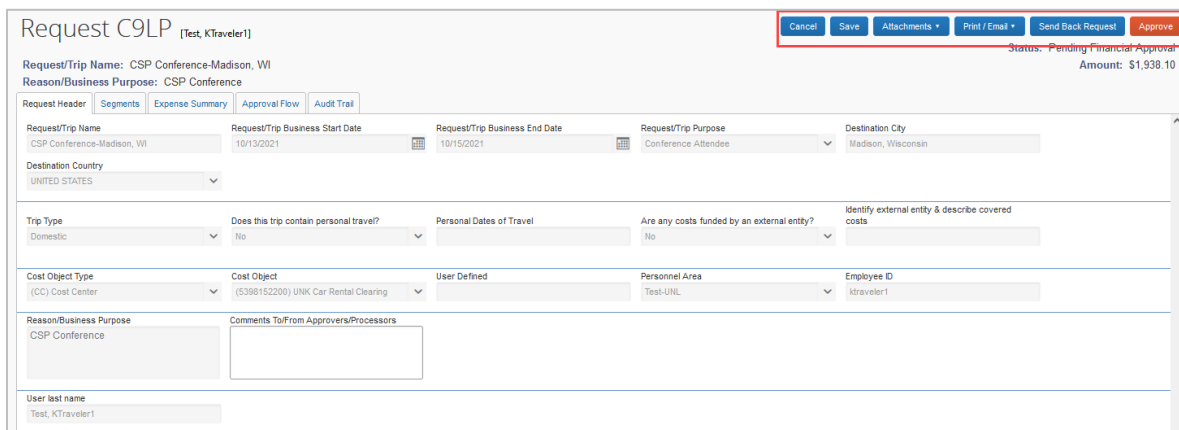
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- 6. To view, save as PDF, email, or print the request, click on **Print / Email**. A pop-up window will appear.



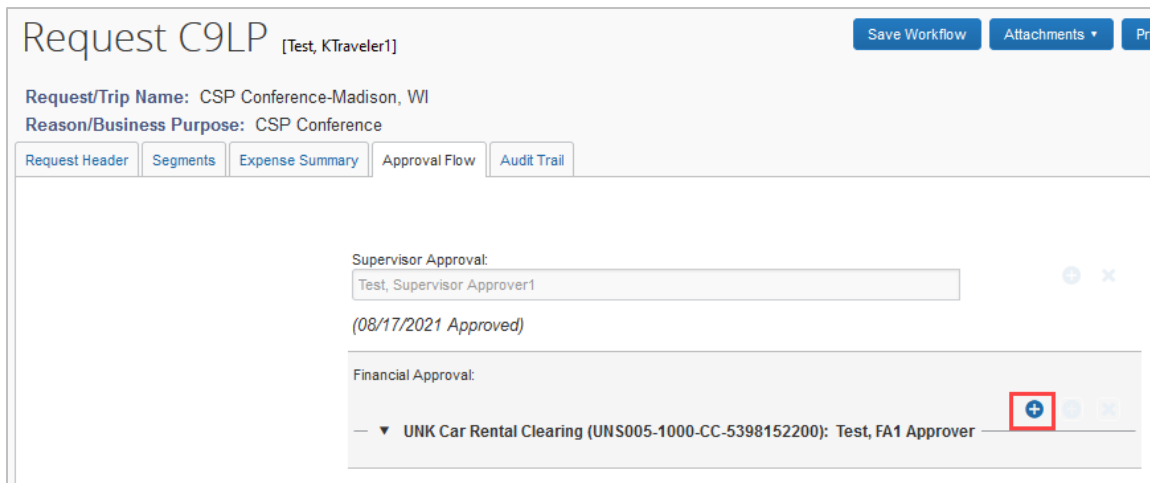
- 7. Financial approvers can send back request (for corrections or to deny the request) or approve the request.



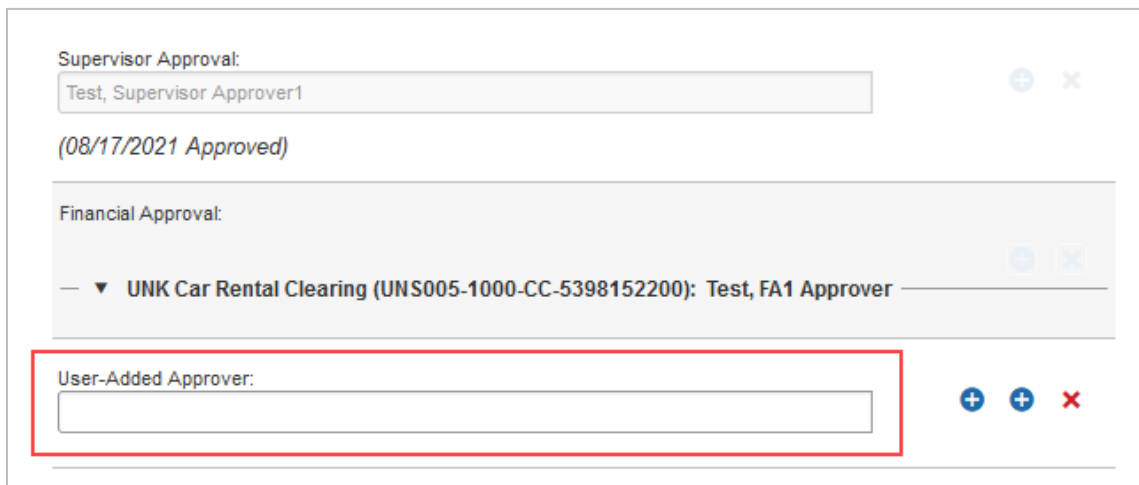
- To approve the travel request, click on **Approve**.
- After reviewing and approving a travel request, it no longer appears in the pending approvals list.


USER-ADDED APPROVER

- 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.



The screenshot shows a search dropdown menu. At the top is a text input field labeled 'User-Added Approver:' with a cursor. Below it is a dropdown menu labeled 'Search Approvers By' with a downward arrow. The dropdown is open, showing a list of search criteria: 'Last Name', 'First Name', 'Email Address' (highlighted), 'Login ID', and 'Employee ID'.

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



The screenshot shows the approval interface for a travel request. At the top right, there are buttons for 'Save Workflow', 'Attachments', 'Print / Email', 'Send Back Request', and 'Approve'. The 'Approve' button is highlighted with a red arrow. Below the buttons, the status is 'Status: Pending Financial Approval' and the amount is 'Amount: \$1,938.10'. There are tabs for 'Approval Flow' and 'Audit Trail'. The 'Supervisor Approval' section shows 'Test, Supervisor Approver1' with a date '(08/17/2021 Approved)'. The 'Financial Approval' section shows 'UNK Car Rental Clearing (UNS005-1000-CC-5398152200): Test, FA1 Approver'. The 'User-Added Approver' section shows 'Ed Jones'.