

### TRAVEL APPLICATION

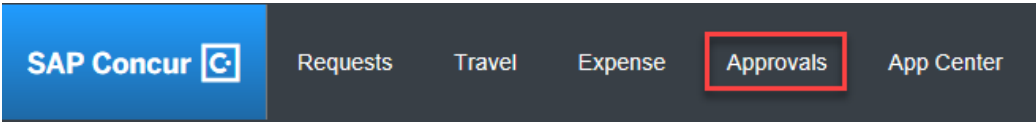
Supervisor Approvals

### HELPFUL HINTS

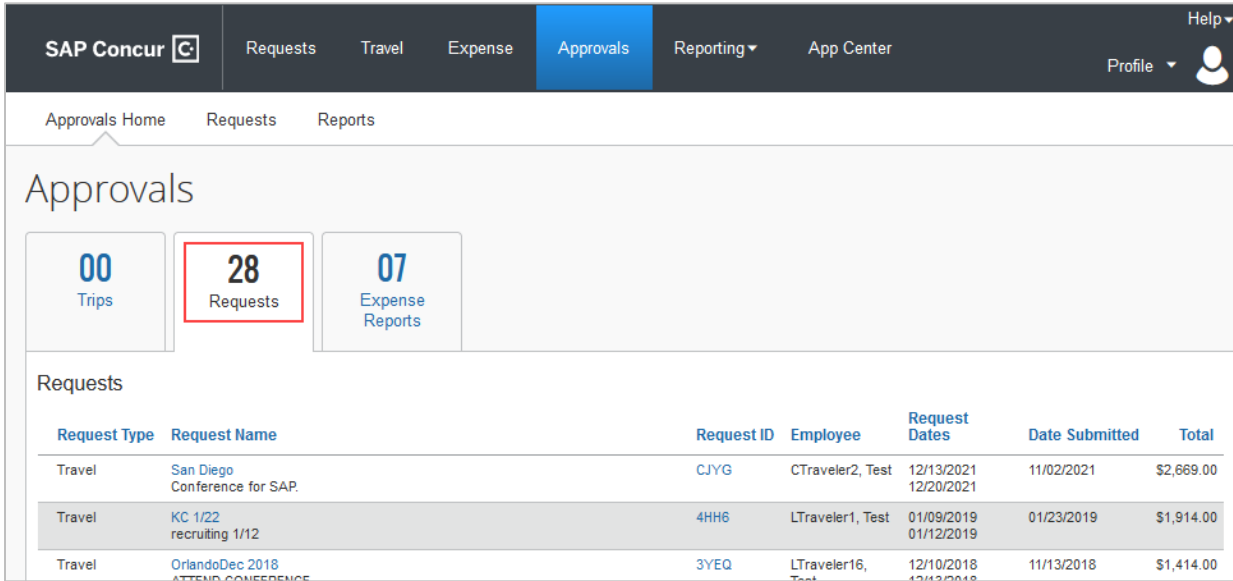
- Supervisor approvers need to review travel requests to allow for travel booking and submission of expense reports. On the Concur home page, in the My Tasks section, a list of any request waiting for approval is displayed.

### PROCEDURE

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



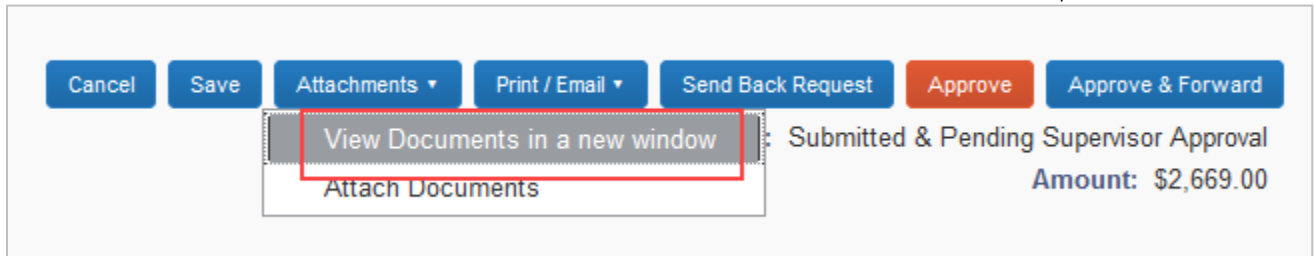
- At the top of the approvals home page will display the number of travel requests awaiting approval. The list is also displayed in the quick approval view pane.



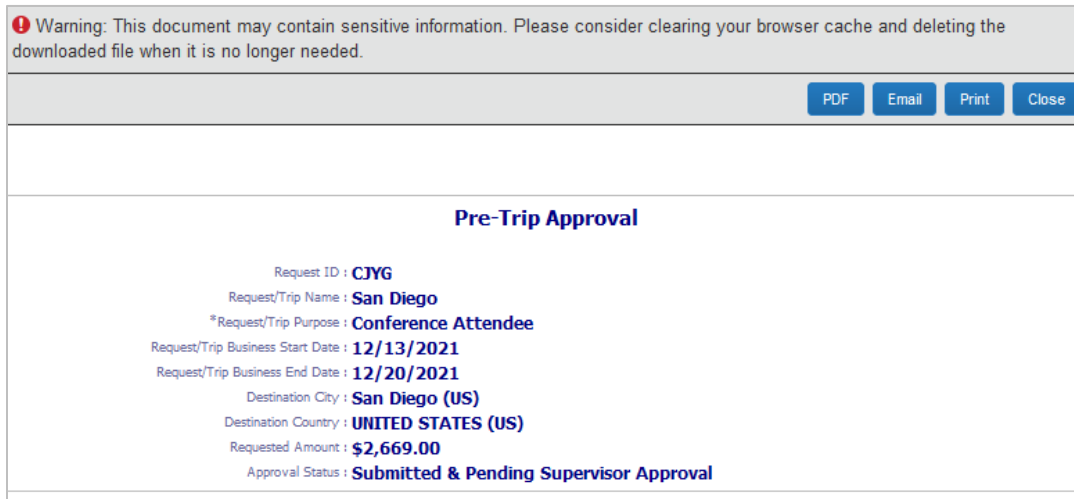
- To open a travel request review, click the request name.
- Review the travel request.
- To view an attachment (if applicable), click on the attachments dropdown menu and select *view documents in a new window*.

# REVIEW AND APPROVE A TRAVEL REQUEST (SUPERVISOR)

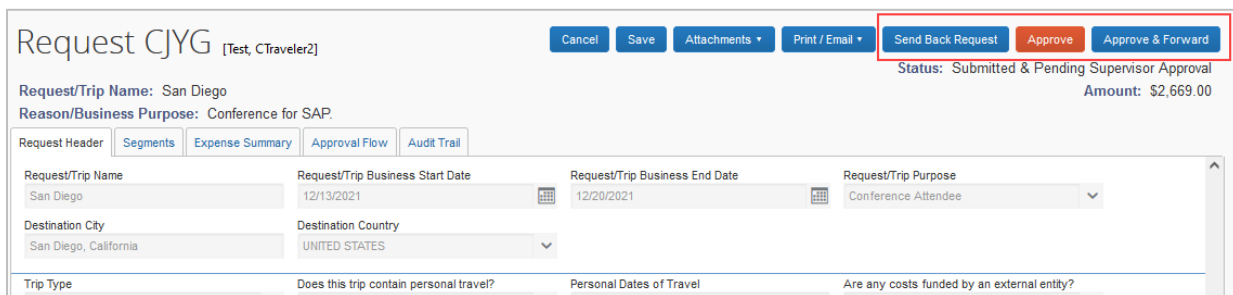
Updated November 3, 2021




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



7. Approvers can send back request (for corrections or to deny the request), approve the request, or approve and forward (to allow another approver to review).



# REVIEW AND APPROVE A TRAVEL REQUEST (SUPERVISOR)

 Tip: When selecting **Approve & Forward**, on the next page search for and select an additional approver by entering their 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.



User-Added Approver:  
|  
Search Approvers By [v]  
Last Name  
First Name  
Email Address  
Login ID  
Employee ID

- 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.