

TRAVEL APPLICATION

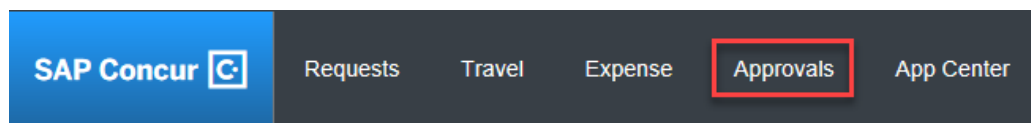
Supervisor Approvals

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.

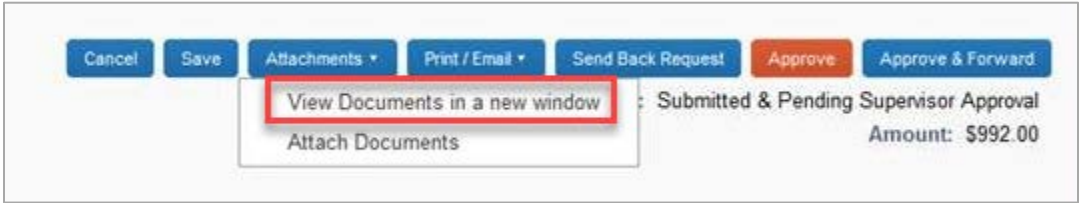
The image shows the SAP Concur 'Approvals' home page. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below the navigation, there are two widgets: '00 Trips' and '24 Requests'. The '24 Requests' widget is highlighted with a red box. Below the widgets is a table of requests.

Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
Miami FL AP Conference Presenting Session	39KN	Test, OTraveler1	02/18/2019 02/20/2019	09/05/2018	\$1,478.25
Atlanta GA SAP Conference	39TX	Test, OTraveler1	02/11/2019 02/13/2019	09/07/2018	\$1,557.00
Boise ID AVC Conference	3A4J	Test, OTraveler1	02/11/2019 02/13/2019	09/10/2018	\$1,408.00
Kansas City MO AP Conference	37NQ	Test, OTraveler1	11/19/2018 11/22/2018	08/27/2018	\$756.00

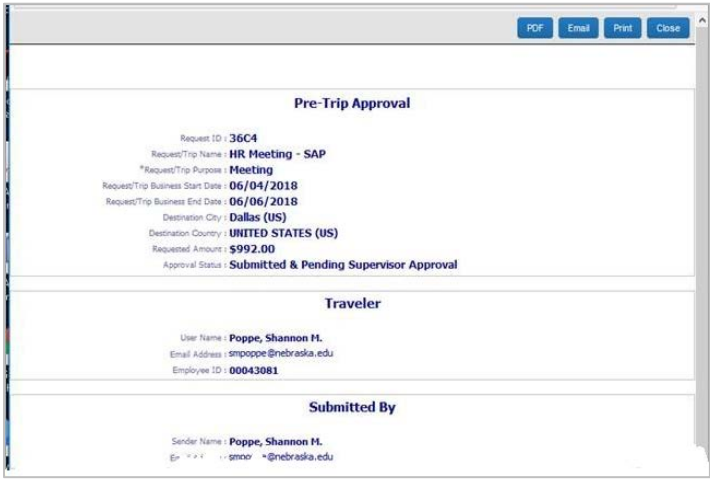
- To open a travel request review, click the request name.
- Review the travel request.
- To view an attachment (if applicable), click on the attachments dropdown menu and select *view documents in a new window*.

REVIEW AND APPROVE A TRAVEL REQUEST (SUPERVISOR)

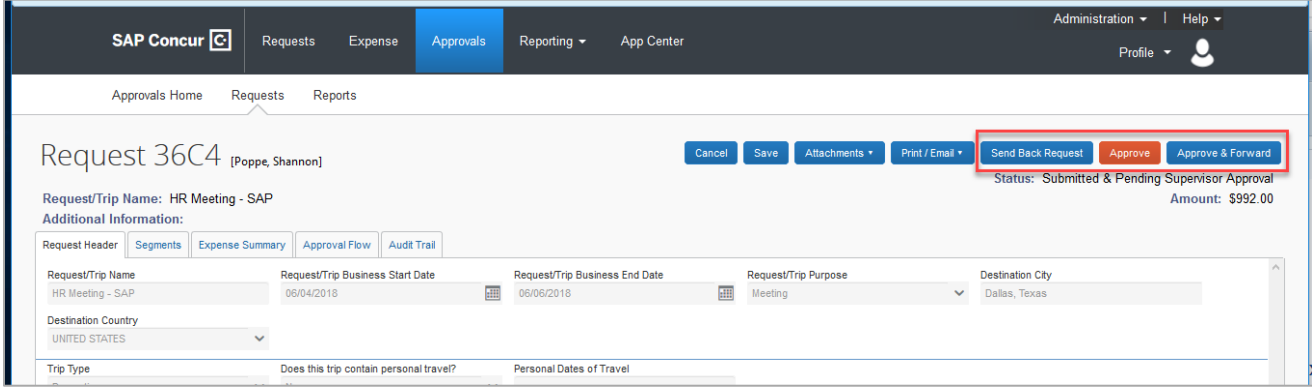
Updated September 10, 2018



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).





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

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