

Supervisor approvers can approve and forward a travel request to allow another individual to review. From within the approvals screen, click on **Approve & Forward**.

The screenshot shows the SAP Concur interface for a travel request. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main header shows 'Approvals Home', 'Requests', and 'Reports'. The request details are as follows:

- Request/Trip Name:** Denver, CO
- Reason/Business Purpose:** Meeting at CU with HR/SAP staff
- Status:** Submitted & Pending Supervisor Approval
- Amount:** \$778.00

Buttons at the top include Cancel, Save, Attachments, Print / Email, Send Back Request, Approve, and Approve & Forward (highlighted in red). Below the buttons is a tabbed interface with 'Request Header', 'Segments', 'Expense Summary', 'Approval Flow', and 'Audit Trail'. The 'Request Header' tab is active, showing fields for Request/Trip Name, Business Start/End Dates, Purpose, Destination City, Country, Trip Type, and Cost Object.

The screen switches to the *Approval Flow* tab. Enter the employees last name in the *User-Added Approver* field.

This screenshot shows the 'Approval Flow' tab of the same request. The 'Supervisor Approval' field is populated with 'Test, Supervisor Approver1'. The 'User-Added Approver' field is empty and highlighted with a red border. Below it is a 'Search Approvers By' dropdown menu. The status and amount remain the same as in the previous screenshot.

Tip: (Optional) Select the drop-down arrow for 'Search Approvers By' to search by email address or other criteria.

The close-up shows the 'Search Approvers By' dropdown menu with the following options:

- Last Name
- First Name
- Email Address
- Login ID
- Employee ID

Once the user-added approver is listed, click on **Approve**.

The screenshot shows a web interface for a travel request titled "Request 3DUD [Test, CTraveler1]". At the top right, there are several buttons: "Save Workflow", "Attachments", "Print / Email", "Send Back Request", and "Approve". The "Approve" button is highlighted in red, with a red arrow pointing to it. Below the buttons, the status is "Submitted & Pending Supervisor Approval" and the amount is "\$778.00". The main content area shows three approval sections: "Supervisor Approval" with a dropdown menu showing "Test, Supervisor Approver1"; "User-Added Approver" with a dropdown menu showing "Test, CTraveler2 (ctraveler2@nebraska.edu)"; and "Financial Approval" with a dropdown menu showing "(this step may be skipped)".

After approving a travel request, it no longer appears in the pending approvals list.