## **REQUEST: APPROVING A REQUEST**





## **Approving a Request**

Approvers can access the **Approvals** page by clicking the **Approvals** tab or clicking the **Authorizations Requests** link under **Required Approvals** in the **My Tasks** section of the SAP Concur home page.

SAP Concur 🖸	Requests	Travel	Expense	Invoice	Approvals	Report
SAP Con	cur 🖸				+	
Hello, Pat					New	
TRIP SEARCH			MY T/	ASKS		
♠ 📾 ⊨ 🤅	<u>S</u>		99	+ Requi	red Approvals	⇒
Mixed Flight/Train Sea	arch					_
Round Trip C	One Way	Multi City	Autho	rization Requ	uests	06
From 😮						_
Departure city, airport or train	n station Find an airport I – Sel	ect multiple airports	Exper	ise Reports		106
To 😧	and an angent of the					_
Arrival city, airport or train st	ation Find an airport I Sel	ect multiple airports	Cash	Advances		01
Hide Marine Fares 🕢			Invoid	es		07
s	earch					

You can select the check box for a request and click **Approve** to approve the request or open the request and approve the request from within the request.



Clicking **Requests** at the top of the **Approvals** page opens the **Requests Pending your Approval** page.

								Administration -   Help -		
SAP	Concur C Requests	Travel Expense	Invoice Approva	als Reporting	<ul> <li>App Cente</li> </ul>	r Links <del>-</del>			Profile 👻 💄	
Appro	ovals Home Requests Re	ports Cash Advances	Purchase Requests	Invoices						
Req	lequests Pending your Approval (6)									
	, j	5 11								
View *										
Reques	st Name 🗸 🖌	legins With	~		Go					
	Request Name	Employee Name	Request ID	Request Dates •	Comment	Date Submitted	Total	Approved amount	Remaining amount	
	Trip to Barcelona	Brown, Terry	3F7G	10/14/2019		09/30/2019	\$288.96	\$288.96	\$288.96	
	Olicin Visit			10/15/2019						
	Railway Ticket to Chicago	Brown, Terry	3F6Y	10/07/2019		04/22/2019	\$160.00	\$160.00	\$160.00	
	Cuatomer onance viaita			10/18/2019						
	Trip to Paris	Brown, Terry	3F7F	09/30/2019		09/30/2019	\$841.71	\$841.71	\$841.71	
	Sales conterence			10/04/2019						
	December Sales Meeting	Brown, Terry	34PF	12/19/2016		12/06/2016	\$700.00	\$700.00	\$700.00	
	Sales meeting			12/21/2016						
	Trip from Seattle to San Francisco Testing	Brown, Terry	337Y	05/26/2016		05/17/2016	\$580.67	\$580.67	\$580.67	
	2			05/27/2016						
	Trip to Denver Sales conference	Brown, Terry	333U	09/28/2015		06/24/2015	\$300.00	\$300.00	\$300.00	

Clicking the row for a request opens the **Request Header** tab for the request. You can click **Approve** or **Approve & Forward** to approve the request from within the request.

SAP Concu	ur ©	Requests T	ravel Exper	nse Invoice	Approvals	Reporting -	- Арр Се	nter Links <del>-</del>	•	Administration 🚽   Profile	Help +
Approvals Hon	ne Requ	iests Reports	Cash Adva	nces Purchase	Requests	Invoices					
Request Request Name Purpose: Clie	St 3F7 e: Trip to Ba nt visit	7G [Brown, Terr rcelona	y]		Can	icel Save	Attachments *	Print / Email *	Send Back Request Status:	Approve & F Submitted & Pending Approve & F Amount: \$	Forward pproval 288.96
Request Header	Segments	Expense Summary	Approval Flow	Audit Trail							
Request Name		Re	quest Policy		Start Date			End Date		1	
Trip to Barcelon	a	1	ravei Request Polic	y	10/14/2019		[111]	10/15/2019			
Purpose		Co	mment		Employee las	st name					
Client visit					Brown, Terry	y					
					_						
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On the **Requests Pending your Approval** page, you can open the view list to view the approved requests or navigate back to the **Requests Pending your Approval** page.

SAP Concur C Requests	Travel	Expense	Invoice	Approvals	
Approvals Home Requests Rep	orts Ca	sh Advances	Purchase	Requests	Invo
Requests Pending	your	Approv	al (6)		
View Jun					
Requests Pending your Approval Requests you Approved this Month	s With		<b>~</b>		
Requests you Approved last Month	nployee N	ame	Requ	iest ID	Reque
Requests you Approved this Quarter	own, Terry		3F	7G	10/14
Requests you Approved last Quarter					10/1
Requests you Approved this Year	own, Terry		3F	6Y	10/0
Requests you Approved last Year					10/1
All Approved Requests	own, Terry		3F	7F	09/30
					10/04
December Sales Meeting	Brown, Terry		34	PF	12/1

## Approving a Request

You can approve a request from the **Approvals** page or from within a request.

• To approve a request from the **Approvals** page, select the check box for the request and then click **Approve**.

Approvals								
1	DO Trips	06 Requests		<b>106</b> Expense Reports				
Requ	Requests							
Арр	Approve							
	Request Type	•	Requ	iest Name				
	Travel		Trip to Client	Barcelona visit				
	Travel		Railw Custo	ay Ticket to Chicago mer onsite visits				

• To approve a request from within a request, open the **Expected Expenses** page, and then click **Approve**.

## Opening the Expected Expenses Page

- To open the **Expected Expenses** page for a request from the **Approvals** page, click the request link in the **Request Name** or **Request ID** column.
- To open the **Expected Expenses** page for a request from the **Requests Pending your Approval** page, click the request link in the **Request Name** column.



Questions? Please contact Stephanie Albright at polytravel@calpoly.edu