

REQUEST: APPROVING A REQUEST

SAP Concur 

Requests

Travel

Expense

Approvals

Reporting ▾

App Center



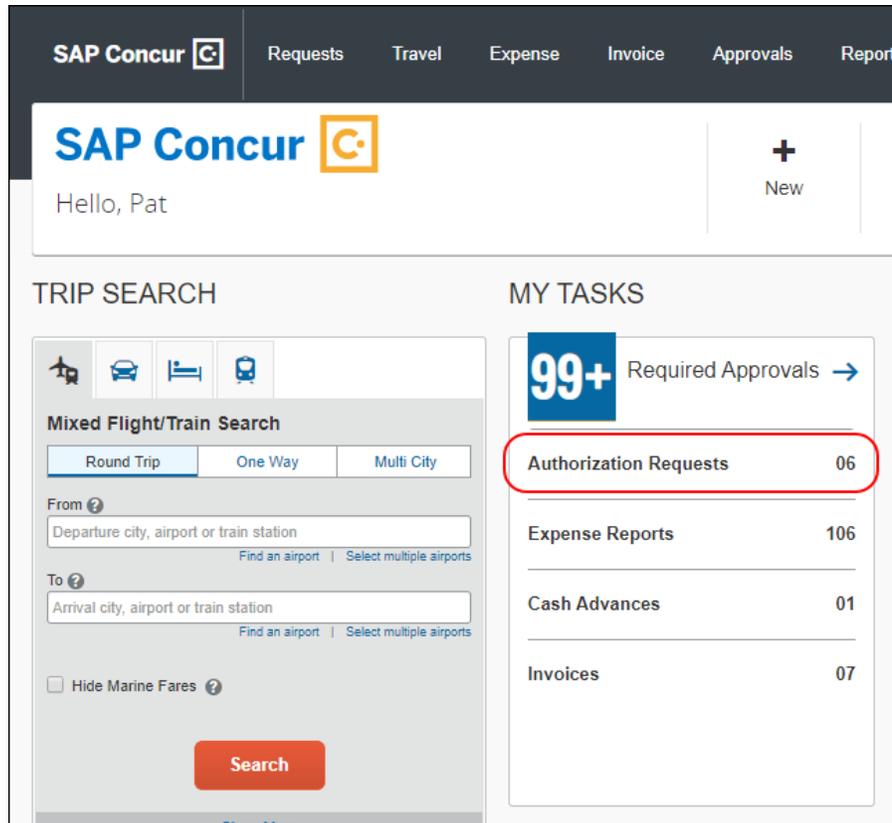
CAL POLY

Strategic Business Services

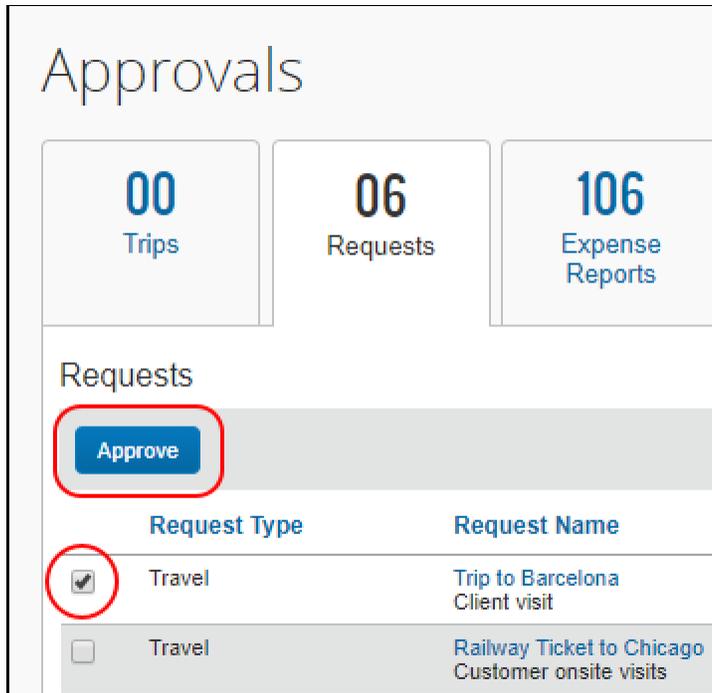
ADMINISTRATION & FINANCE

Approving a Request

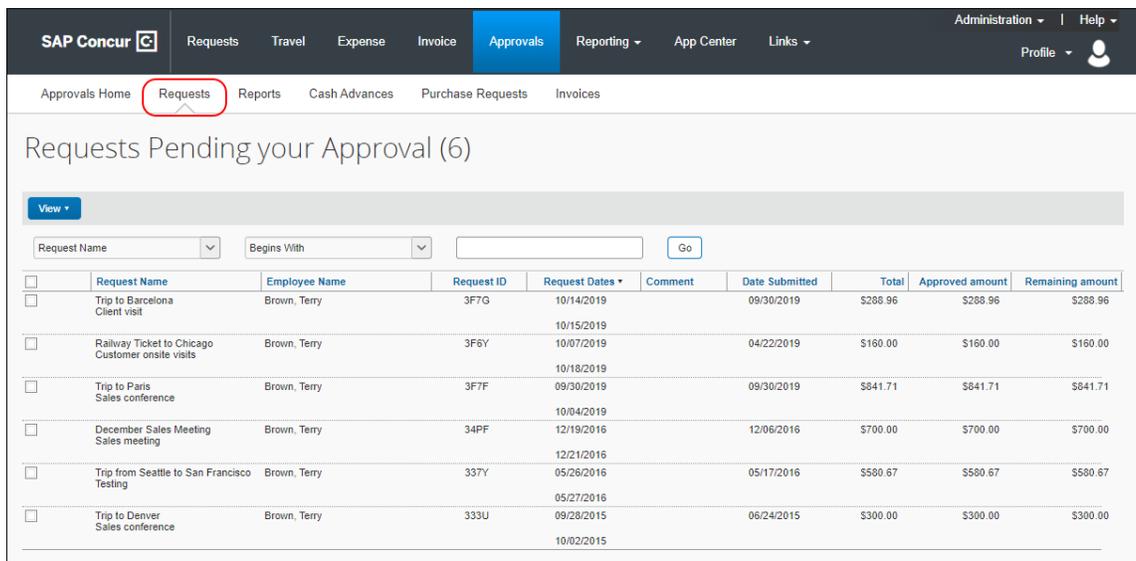
Approvers can access the **Approvals** page by clicking the **Approvals** tab or clicking the **Authorizations Requests** link under **Required Approvals** in the **My Tasks** section of the SAP Concur home page.



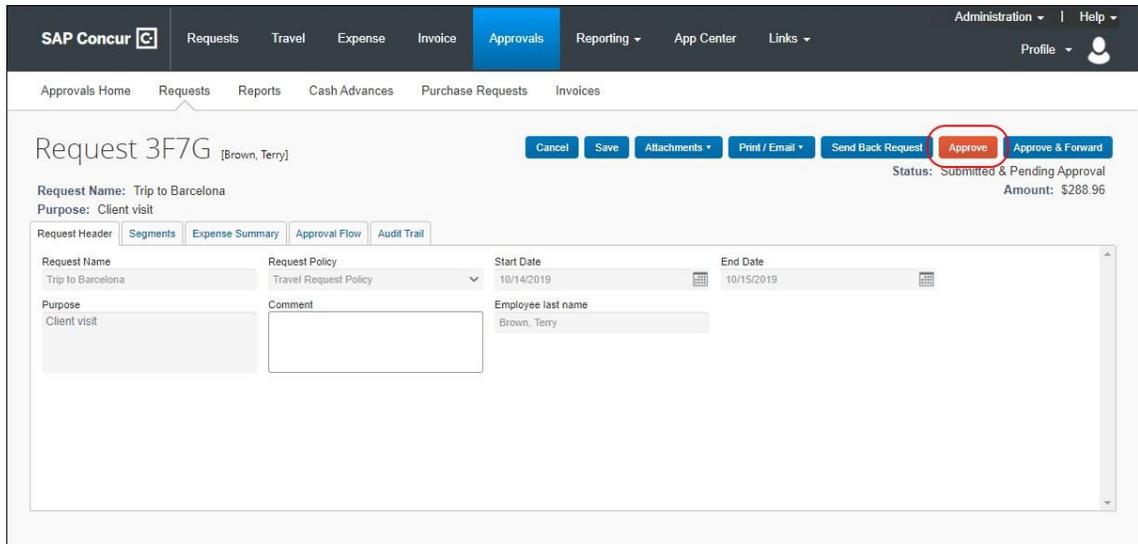
You can select the check box for a request and click **Approve** to approve the request or open the request and approve the request from within the request.



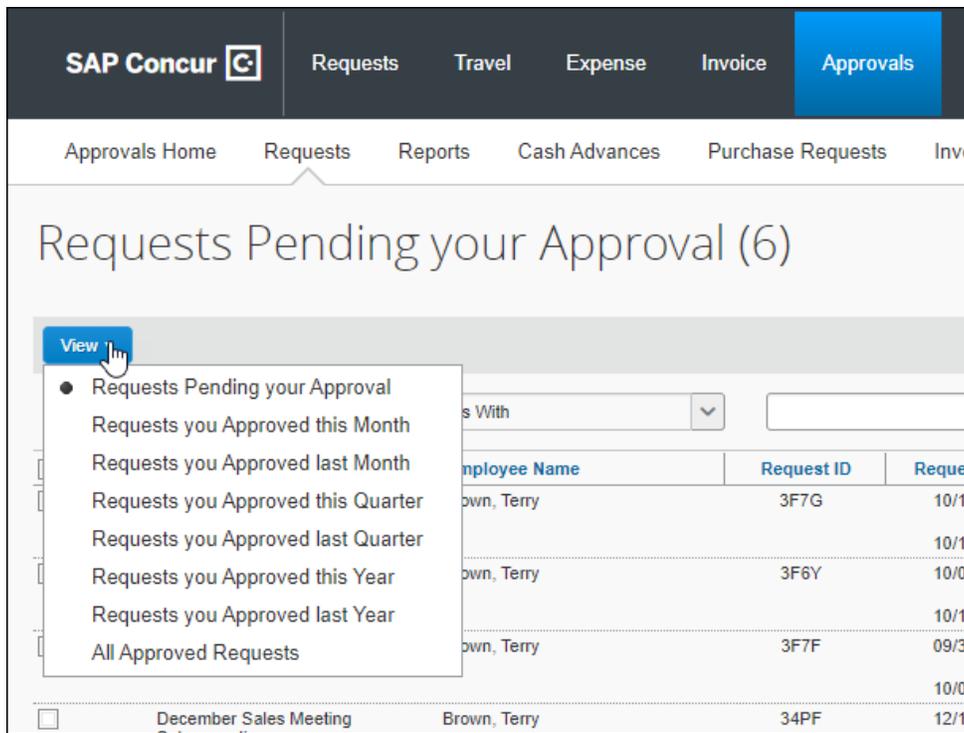
Clicking **Requests** at the top of the **Approvals** page opens the **Requests Pending your Approval** page.



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.



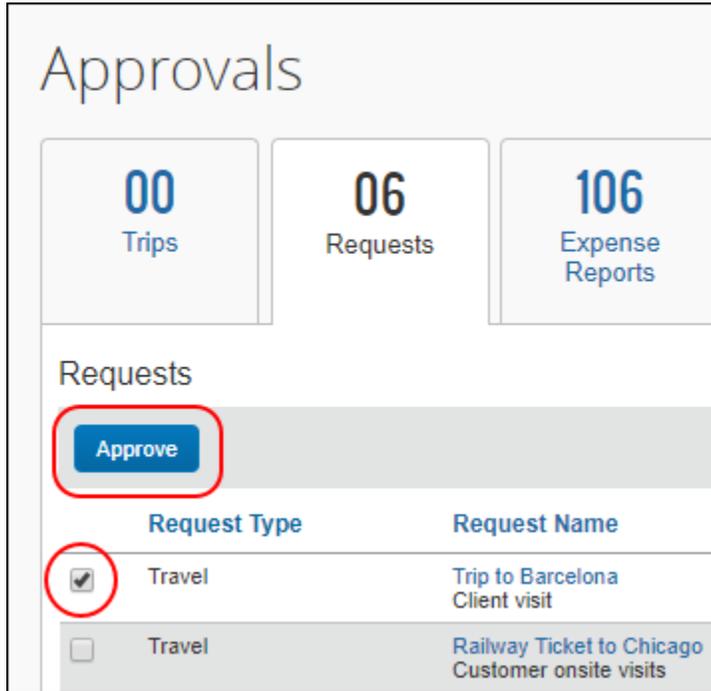
On the **Requests Pending your Approval** page, you can open the view list to view the approved requests or navigate back to the **Requests Pending your Approval** page.



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**.



- 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.

SAP Concur  Requests Travel Expense Invoice Approvals Reporting App Center Links Administration Help Profile

Approvals Home Requests Reports Cash Advances Purchase Requests Invoices

Trip to Barcelona \$288.96 More Actions Approve
 Submitted & Pending Approval | Request ID: 3F7G

Request Details View Budget Print/Share

EXPECTED EXPENSES

Add Edit Allocate Delete

| <input type="checkbox"/> Expense type | Details | Date | Amount | Requested |
|--|--------------------|------------|------------|-----------------------------------|
| <input type="checkbox"/> Breakfast | Breakfast 10/15/19 | 10/15/2019 | EUR 11.00 | \$12.04 |
| <input type="checkbox"/> Train | Train to Barcelona | 10/14/2019 | EUR 162.00 | \$177.32 |
| <input type="checkbox"/> Fixed Lodging | Hotel | 10/14/2019 | EUR 78.00 | \$85.37 |
| <input type="checkbox"/> Dinner | Dinner 10/14/19 | 10/14/2019 | EUR 13.00 | \$14.23 |
| Estimated Total: \$288.96 | | | | Foreign currency converted |

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