REQUEST: APPROVING & FORWARDING REQUEST
(ADDING ADDITIONAL APPROVERS)
 Approving a Request

1. 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 Home Page Screenshot]

   2. 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.
3. Clicking **Requests** at the top of the **Approvals** page opens the **Requests Pending your Approval** page.

4. 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.
5. 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.

![Approvals page screenshot]

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

**Opening the Expected Expenses page**

- It is the Approvers responsibility to review all expenses and funding for each travel request prior to approving.

- 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.
Approving and Forwarding a Request

Use the More Actions > Edit Approval Flow selection.

To approve and forward a request to another approver

1. Open the request from the Approvals or Requests Pending your Approval page.

2. Click More Actions > Edit Approval Flow.
3. In the **Edit Approval Flow** dialog, click **Add Step**.

4. In the **User-Added Approver** field, start typing the approver's name to search for the additional approver, and then click their name to populate the field.

5. Click **Save**

6. Click **Approve**.
The request is approved and forwarded to the next approver.

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