REVIEWING & APPROVING REQUESTS IN CONCUR MOBILE APP USER GUIDE
This guide will show approvers how to review and approve and/or approve and forward Requests. Please make sure to read through the entire document.

**Approver timing:**

Approver has the following time to approve. After that time, it moves to the next in-line manager for their approval. They will then have the following time to approve and then it will move up and continue to go up the chain to the President; therefore, it is important to approve in a timely manner.

<table>
<thead>
<tr>
<th>Type of Approval</th>
<th>Cost Object Approver (budget approver)</th>
<th>HR Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time in Queue</td>
<td>No action from approver, the system will</td>
<td>Time in Queue</td>
</tr>
<tr>
<td>Request</td>
<td>6 days</td>
<td>Automatically approve and it moves to HR manager</td>
</tr>
<tr>
<td>Expense</td>
<td>10 days</td>
<td>Automatically approve and it moves to HR manager</td>
</tr>
</tbody>
</table>

**Approval flow:**

All Request & Expense Reports

Cost Object Approver reviews travel budget

HR Manager reviews travel business need

Request for banned state and/or international travel ONLY

Exception Approver reviews banned state and/or international travel

**To Review and Approve in mobile app:**

Once your direct report submits a Request or Expense Report you will receive an email.

1. Open the mobile app (see Mobile App Guide on how to download and login to app).
2. Click on Approvals to see all Requests and Expense Reports submitted for your approval.
3. Click on Request Approvals.

4. List of Requests that need approval will appear.

5. Click on the Request you would like to review.
6. Click on the following:

- **a. Summary** to review general trip information and comments
- **b. Attachments** to review any attachment (this only appears if there is an attachment)
- **c. Segments** to review air, hotel, and/or car expense
- **d. Expected Expenses**, click on each individual expense to review details
- **e. Send Back** to send back to user for more information or not approve
- **f. Approve** to approve the Request

**NOTE:** Approve and Forward is not an option in the mobile app (only online)
8. In detailed expense type, you can click on **Allocations**, to see if additional or other chartfield strings have been allocated to that expense type (other than what appears in **Summary**).

![Image of Allocation](image)

9. In **Summary**, you will be able to review any **Alerts** and **Comments** tab. Click on **Comments** to see comments for trip **Request**.

![Image of Summary](image)

Questions? Contact the Poly Travel office at PolyTravel@calpoly.edu or 805-756-2232