

5/8/2022

Approving A Request

Approving A Request

As a request approver, you can review and approve a travel request before an employee incurs their travel expenses.

1. From the SAP Concur home page, from the Required Approvals pane, click Authorization Requests.

The screenshot shows the SAP Concur Home page. At the top, there is a navigation bar with 'SAP Concur' logo, 'Approvals', 'Reporting', and 'App Center'. On the right, there is a 'Help' icon and a 'Profile' dropdown. Below the navigation bar, the 'CLEMSON UNIVERSITY' logo is displayed, along with the text 'Hello, Supervisor'. A badge in the top right corner indicates '146 Required Approvals'. Below this, there is a 'COMPANY NOTES' section with a link for 'Concur Training Toolkit'. The 'MY TASKS' section shows a '99+' badge for 'Required Approvals' with a right-pointing arrow. Below this, there are two sub-panes: 'Authorization Requests' with '04' items and 'Expense Reports' with '142' items.



From the SAP Concur Home page, in the Required Approvals pane, click Authorization Requests.

2. Click the Request Name for the request you want to view.

The screenshot shows the SAP Concur 'Approvals' page. The navigation bar includes 'SAP Concur' logo, 'Approvals' (highlighted), 'Reporting', and 'App Center'. On the right, there is a 'Help' icon and a 'Profile' dropdown. Below the navigation bar, there are links for 'Approvals Home', 'Requests', and 'Reports'. A 'View' dropdown is set to 'Requests Pending your Approval'. A table lists requests with the following columns: Request Name, Employee Name, Request Dates, Comment, Status, Date Submitted, Total, Approved amount, and Remaining amount. The table contains two rows: one for 'Claire Delegate ID: 347W' and one for 'Trip to Seattle ID: 349A'. A callout box with a left-pointing arrow icon points to the 'Request Name' column of the 'Trip to Seattle' row.

Request Name ↑↓	Employee Name ↑↓	Request Dates ≡	Comment ↑↓	Status ↑↓	Date Submitted ↑↓	Total ↑↓	Approved amount ↑↓	Remaining amount ↑↓
Claire Delegate ID: 347W	Pigeon, John	05/06/2022 - 05/09/2022		Submitted & Pending Supervisor Approval	05/06/2022	\$200.00	\$200.00	\$200.00
Trip to Seattle ID: 349A	Pete...				05/08/2022	\$500.00	\$500.00	\$500.00

3. Review the details of the Expected Expenses and any attached documents before approving the request.

Approvals Home Requests Reports

Trip to Seattle \$500.00

Kayla Cleveland | Submitted & Pending Supervisor Approval | Request ID: 349A

Request Details ▾ Print/Share ▾ Attachments ▾ Manage Travel Allowance ▾

EXPECTED EXPENSES

Add Edit Allocate Delete

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓	Approved ↑↓
<input type="checkbox"/>	Lodging/Hotel	Columbia, South Carolina	01/02/2022	\$500.00	\$500.00	\$500.00

Estimated Total: \$500.00

4. Click the Request Details dropdown menu if you want to review the Request Header and Timeline, Audit Trail, and Allocation Summary.

Approvals Home Requests Reports

Trip to Seattle \$500.00

Kayla Cleveland | Submitted & Pending Supervisor Approval | Request ID: 349A

Request Details ▾ Print/Share ▾ Attachments ▾ Manage Travel Allowance ▾

EXPECTED EXPENSES

Edit Allocate Delete

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓	Approved ↑↓
<input type="checkbox"/>	Lodging/Hotel	Columbia, South Carolina	01/02/2022	\$500.00	\$500.00	\$500.00

Estimated Total: \$500.00

- To send the request back to the employee, click the More Actions dropdown menu, and then select Send Back to Employee. A Request Approver can select this option when the request does not conform to company policy.

SAP Concur | Approvals | Reporting | App Center | Help

Approvals Home | Requests | Reports

Trip to Seattle \$500.00

Kayla Cleveland | Submitted & Pending Supervisor Approval | Request ID: 349A

Request Details | Print/Share | Attachments | Manage Travel Allowance

Click Send Back to Employee.

- Edit Approval Flow
- Approve & Forward
- Send Back to Employee**

EXPECTED EXPENSES

Add | Edit | Allocate | Delete

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date	Amount ↑↓	Requested ↑↓	Approved ↑↓
<input type="checkbox"/>	Lodging/Hotel	Columbia, South Carolina	01/02/2022	\$500.00	\$500.00	\$500.00

Estimated Total: \$500.00

When sending a request back to an employee, you are required to enter a comment, which explains the reason for returning the request.

Send Back to Employee

Comment History

No comments.

Add Comment

Reason for Sending Back the Request*

The hotel expense amount exceeds company policy; please modify the amount or provide documentation on hotel rates.

Cancel | **Send Back**

Click Send Back.

6. To approve the request, click Approve.

SAP Concur  Approvals Reporting App Center Help Profile 

Approvals Home Requests Reports

Trip to Seattle \$500.00

 Kayla Cleveland | Submitted & Pending Supervisor Approval | Request ID: 349A

[More Actions](#) [Approve](#)

[Request Details](#) [Print/Share](#) [Attachments](#) [Manage Travel Allowance](#)

EXPECTED EXPENSES

[Add](#) [Edit](#) [Allocate](#) [Delete](#)

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓	Approved ↑↓
<input type="checkbox"/>	Lodging/Hotel	Columbia, South Carolina	01/02/2022	\$500.00	\$500.00	\$500.00

Estimated Total: \$500.00