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.

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

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

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

5. 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.

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

6. To approve the request, click Approve.