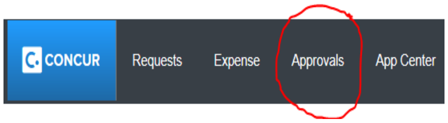
Concur

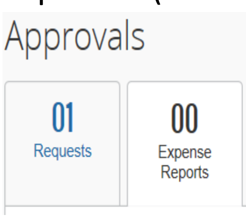
Approvers Training Manual

8/17/16

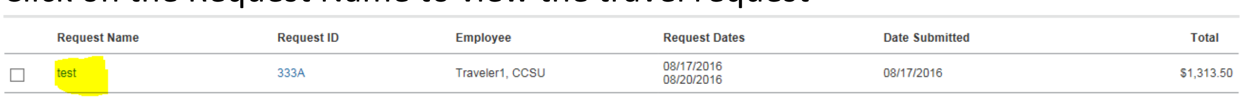
1. You will receive an email that will notify you of any Request/Expense reports pending your approval, click on the link www.concursolutions.com to login. Please note that you will only receive an Expense report if it exceeds 10% of the approved Request.
2. Once you have logged in, click on the Approvals tab.



3. The Approvals screen will appear, you will see how many Requests (TA's) or Expenses (Reimbursements) are pending your approval.



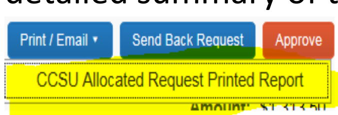
4. Click on the Request Name to view the travel request



5. To view which items have been allocated to your index, you have 2 options of viewing:
   1. Point your cursor to the pie on each expense type to see if that has been allocated to you.

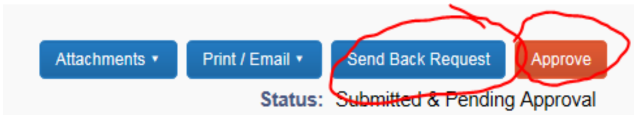
   2. Click on Print/Email button.

   3. Click on CCSU Allocated Request Printed Report (this will give you a detailed summary of the travel request).



6. If the Travel Request looks fine to you, you can click on the Approve button. If the Travel Request needs further documentation, you can click on the

Send Back Request button and give an explanation to the traveler as to why it is being sent back.



7. Once you have approved the Request it will route to the next approver's queue (the last stop for Requests/Expenses is the Travel office).