Concur Travel and Expense Management

Approving Requests & Expense Reports for Supervisors
Your Required Approvals

- Sign into Concur at udel.edu/concur
- On your home page, select the Approvals tab
Your Required Approvals cont’d...

- On the Approvals page, you will see two tabs, one with Requests awaiting your approval and one with submitted Expense Reports awaiting your approval.
- Each tab will have a number indicating how many of each type you have to approve.
Your Required Approvals cont’d…

• Make Request approvals a priority since they are related to travel and are often time sensitive
• Click on the Request you want to review to open the Request

![SAP Concur Approvals interface](image)
• Review the Request header to verify that the trip purpose and timeframe is appropriate for the employee and the department

• Based on your review select either Approve, Approve and Forward to another person to review, or Send Back Request
Your Required Approvals cont’d...

• To review Expense Reports awaiting your approval, select the Expense Reports tab.
Your Required Approvals cont’d…

- Click on the Report Name of the Expense Report you want to review

- As with Requests, once you have reviewed the trip for appropriate business justification, you can either Approve, Approve and forward to someone else for review, or Send Back

- Once you have Approved the Expense Report, it is routed to the Cost Object Approver who will review it for adherence to budget and policy
Questions?

- AskConcur@udel.edu
- udel.edu/procurement
- Procurement Services 302-831-2161