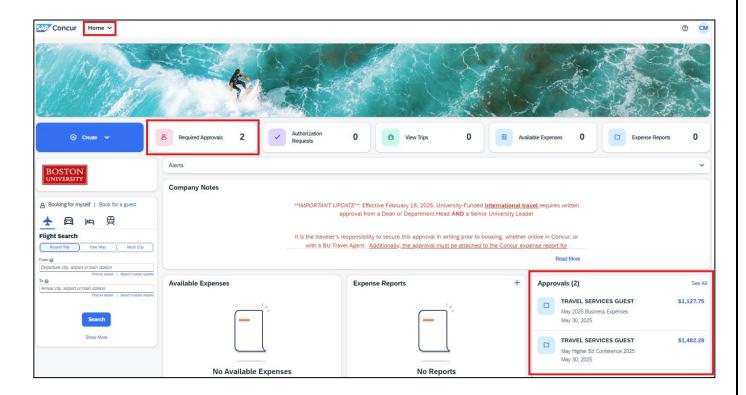
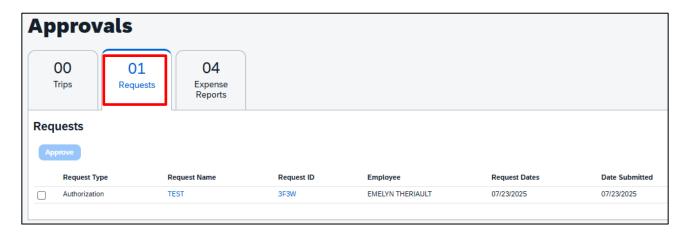


## HOW TO APPROVE A REQUEST IN CONCUR

1. Log in to Concur, click on the **Home** button in the right corner and select **Approvals** from the drop-down menu. Alternatively, access requests pending approval in the Required Approvals section or at the bottom of the home page in the Approvals section.



2. View the items pending your approval in the **Requests** tabs. Work the count to zero to complete your approval tasks.

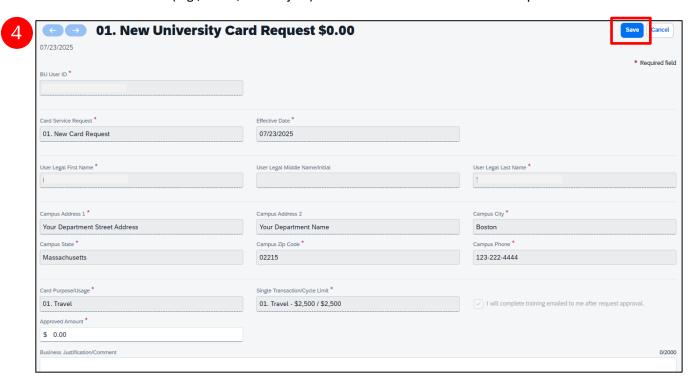




3. Click on the Request to open it.



4. Review details (e.g., dates, cost object). Click Save or Cancel to exit the Request details.



- 5. Once you have finished reviewing the request, your final step is to approve or reject it.
  - Click Approve to move the report to Accounting Review (final step in approval flow).
  - Click **Approve & Forward** if the Request passes your review but you would like to add another approver to the workflow.
  - Click Send Back to Employee if changes need to be made and enter a detailed comment to
    explain why you are returning the report. The request will be sent back to the submitter so they
    can make changes and resubmit.

