



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.

The screenshot shows the SAP Concur Home dashboard. The 'Home' button is highlighted in the top right. The 'Required Approvals' tab is highlighted with a red box, showing a count of 2. The 'Approvals (2)' section is also highlighted with a red box, showing two items: 'TRAVEL SERVICES GUEST' for May 2025 Business Expenses (\$1,127.75) and 'TRAVEL SERVICES GUEST' for May Higher Ed Conference 2025 (\$1,482.28).

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

Approvals

00
Trips

01
Requests

04
Expense Reports

Requests

Approve

Request Type	Request Name	Request ID	Employee	Request Dates	Date Submitted
☐ Authorization	TEST	3F3W	EMELYN THERIAULT	07/23/2025	07/23/2025

3. Click on the Request to open it.

TEST

[Approve](#)
[Edit Approval Flow](#)
[Approve & Forward](#)
[Send Back to Employee](#)

| Submitted & Pending Manager Approval | Request ID: 3F3W

[Request Details](#)
[Print/Share](#)
[Attachments](#)

EXPECTED EXPENSES

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

☒ Expense type↑	Details↑	Date↓	Amount↑	Requested↑
☒ 01. New University Card Request		07/23/2025		

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

[←](#)
[→](#)

01. New University Card Request \$0.00

[Save](#)
[Cancel](#)

07/23/2025

* Required field

BU User ID *

Card Service Request *
 01. New Card Request

Effective Date *
 07/23/2025

User Legal First Name *

User Legal Middle Name/Initial

User Legal Last Name *

Campus Address 1 *
 Your Department Street Address

Campus Address 2
 Your Department Name

Campus City *
 Boston

Campus State *
 Massachusetts

Campus Zip Code *
 02215

Campus Phone *
 123-222-4444

Card Purpose/Usage *
 01. Travel

Single Transaction/Cycle Limit *
 01. Travel - \$2,500 / \$2,500

☒ I will complete training emailed to me after request approval.

Approved Amount *
 \$ 0.00

Business Justification/Comment

0/2000

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.

[Approve](#)
[Edit Approval Flow](#)
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