Welcome to our training on approving travel requests in Concur.
This video is specific to supervisors who will review travel requests to approve the traveler’s absence from the department during the time of travel. You are concerned with the dates of travel in relation to how the traveler’s absence during those dates affects the department.
These dates are located on the request header,
which can be found by clicking on the Request Details dropdown menu and selecting Request Header.
If additional information is needed, email the employee to request that information by clicking the Print/Share dropdown menu and selecting KSU Travel Request Printed Report.
When the report window opens, click the Email button in the bottom right corner of that window.
Enter the email address of the employee,
and add a comment explaining what information is needed.
Then click Send.
If the request cannot be approved and needs to be sent back to the employee, click the More Actions dropdown menu and the Send Back to Employee option.
In the comments box, explain why the request is being sent back so the employee understands what needs to be changed or happen next.
If the dates of travel can be approved, follow all department processes for preparing for the traveler's absence during that time.
and click Approve
or, if you need to insert an additional approver into the approval workflow, you can click the More Actions dropdown menu and select either Edit Approval Workflow or Approve & Forward. More details on adding an approver to the request workflow are available in our training video on that topic.
Once you click Approve,
read the Approver Agreement that comes up to make certain you agree to it. As long as you do agree, click the Accept & Continue button. Your part in the approval process is now complete.