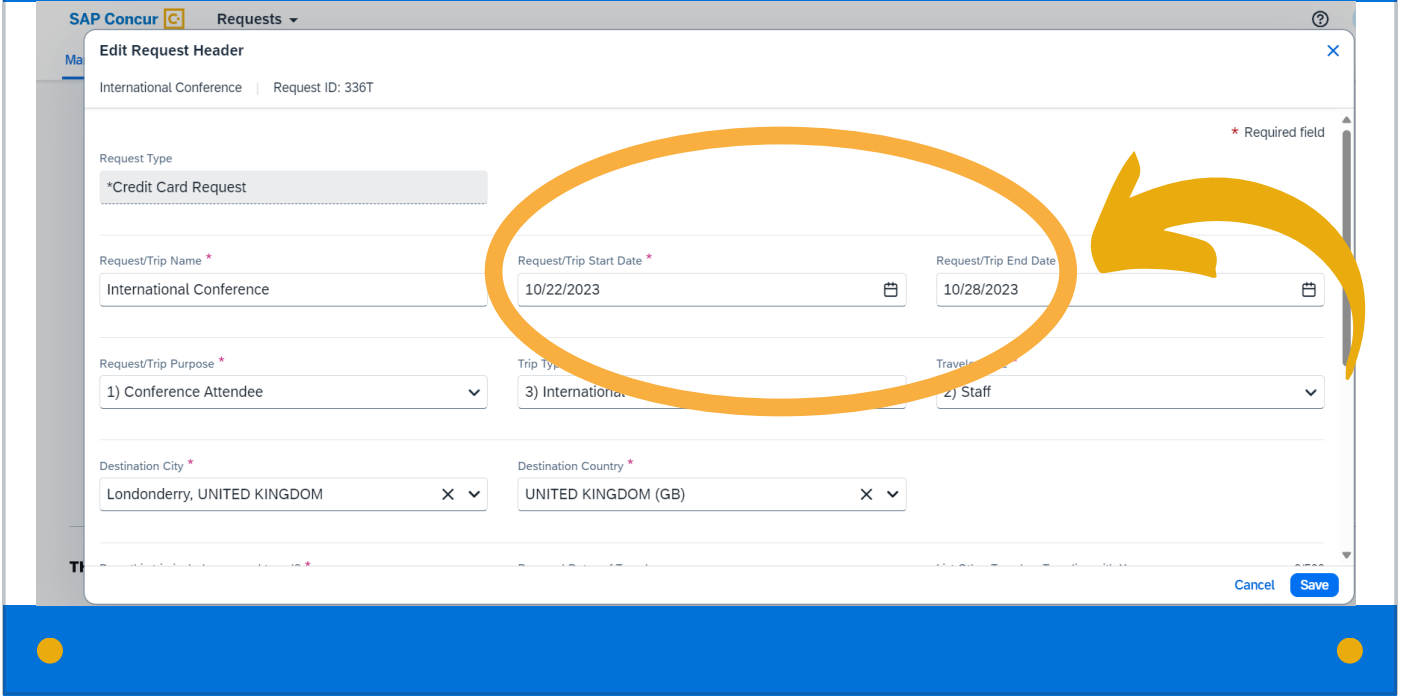


Workflow - Supervisors: **Approving Travel Requests**

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.



Edit Request Header Request ID: 336T

Request Type: *Credit Card Request

Request/Trip Name: International Conference

Request/Trip Start Date: 10/22/2023

Request/Trip End Date: 10/28/2023

Request/Trip Purpose: 1) Conference Attendee

Trip Type: 3) International

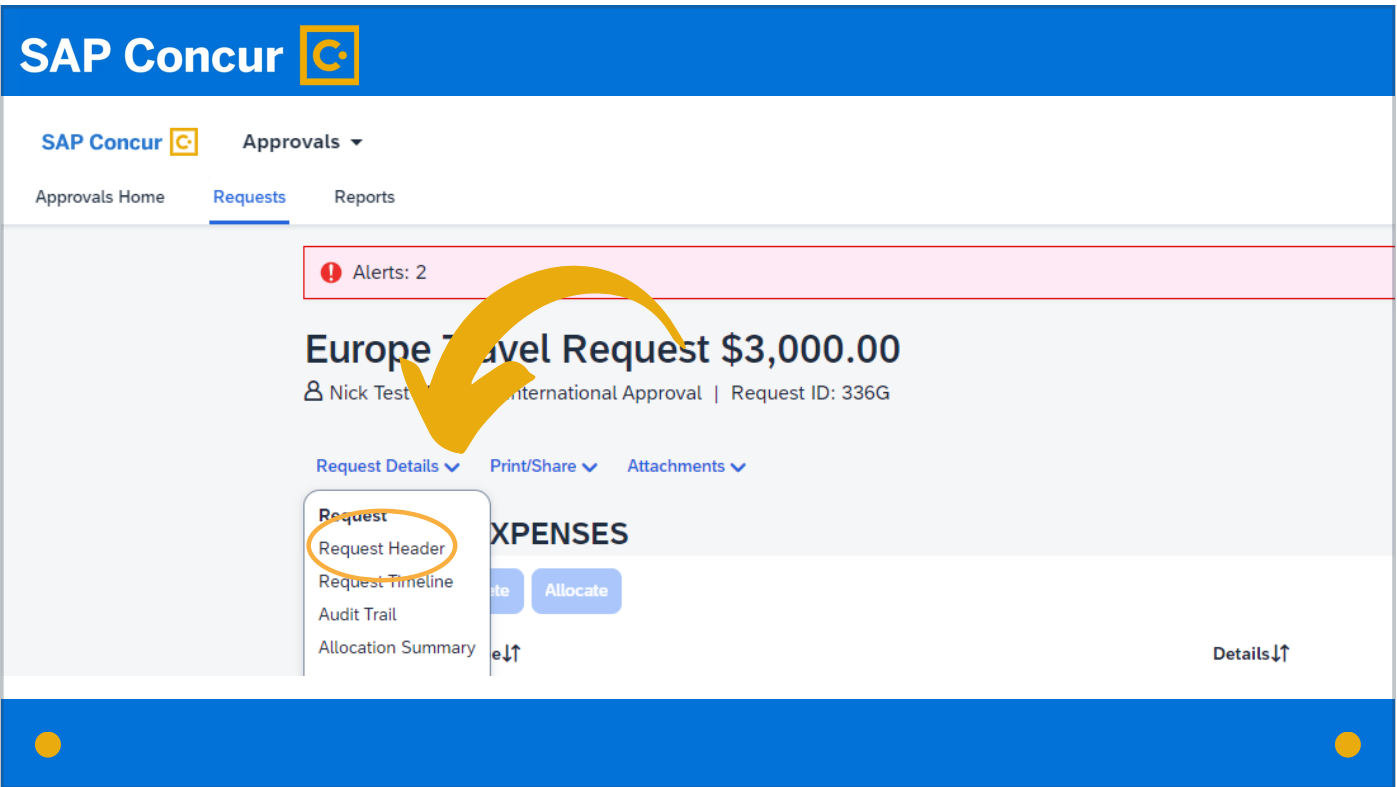
Travel Type: 2) Staff

Destination City: Londonderry, UNITED KINGDOM

Destination Country: UNITED KINGDOM (GB)

Buttons: Cancel, Save

These dates are located on the request header,



which can be found by clicking on the Request Details dropdown menu and selecting Request Header.

The screenshot shows the SAP Concur interface for a travel request. At the top, there is a blue header with the SAP Concur logo and the text 'SAP Concur Approvals'. Below the header, there are navigation tabs: 'Approvals Home', 'Requests' (which is selected), and 'Reports'. A red alert banner at the top indicates 'Alerts: 2'. The main content area displays the title 'Europe Travel Request \$3,000.00' and the user 'Nick Test | Pending International | Request ID: 336G'. Below this, there are three dropdown menus: 'Request Details', 'Print/Share', and 'Attachments'. A yellow arrow points to the 'Print/Share' dropdown, which has a tooltip that says '*KSU-Travel Request Printed Report'. Below the dropdowns, there are four buttons: 'Add', 'Edit', 'Delete', and 'Allocate'. At the bottom, there is a section titled 'EXPECTED EXPENSES' with a checkbox and the text 'Expense type' and a 'Details' link.

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.

SAP Concur

SAP Concur Approvals

Approvals Home Requests Reports

Booking Business Travel

Request ID : 336G
Approval Status : Pending International Approval

List of Request Exceptions

Message

One or more Cost objects could not be approved by the right authority (%costObjects%). The request has been moved to the next workflow step.

Request requires International Approval.

Employee Name : **Test, Nick**
Email Address : NICKTest@k-state.edu.uat
Default Manager Name : **Test Approver 1, Department Head**
Default Manager Email : dh1@ksu.edu.uat
Country/Region of Residence : **UNITED STATES**
*Department : **Test Department 1**
*Project : **Default Project**
*PCA : **Default PCA**
*Award : **Default Award**
*Fund Source : **Default Funding for Department 1**

Sender Name : **Test, Nick**

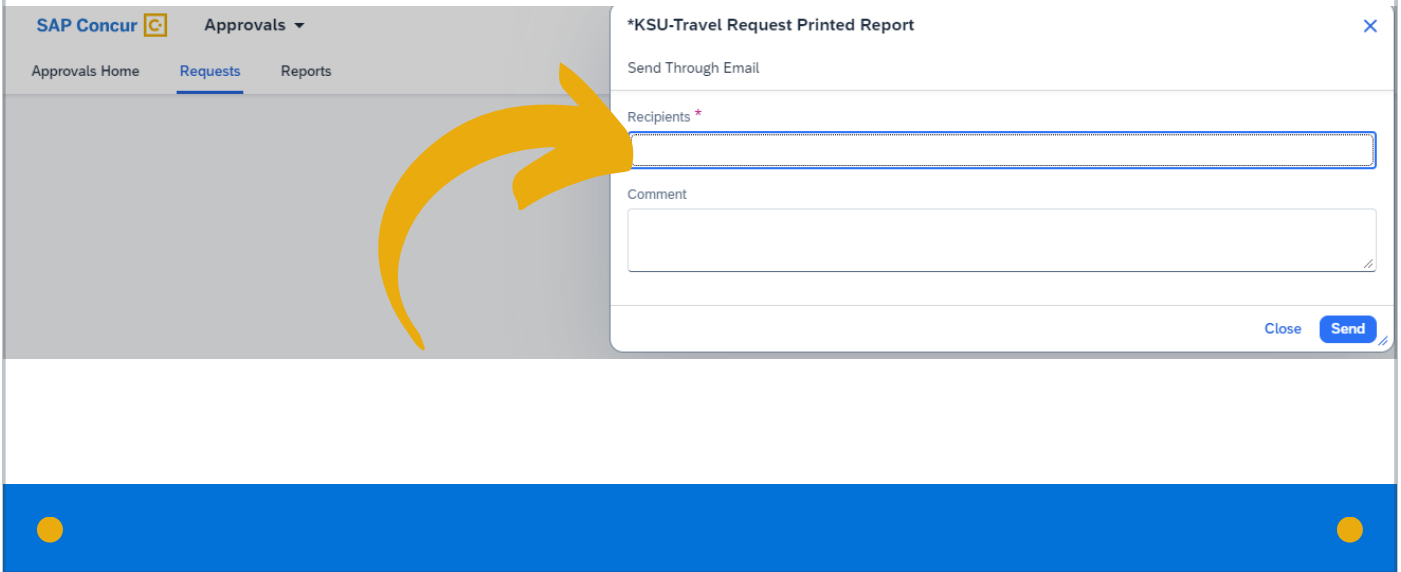
Close Print Save as PDF Email

THE BEST RUN **SAP** | SAP Co

Service Status (US2)
Cookie Preferences

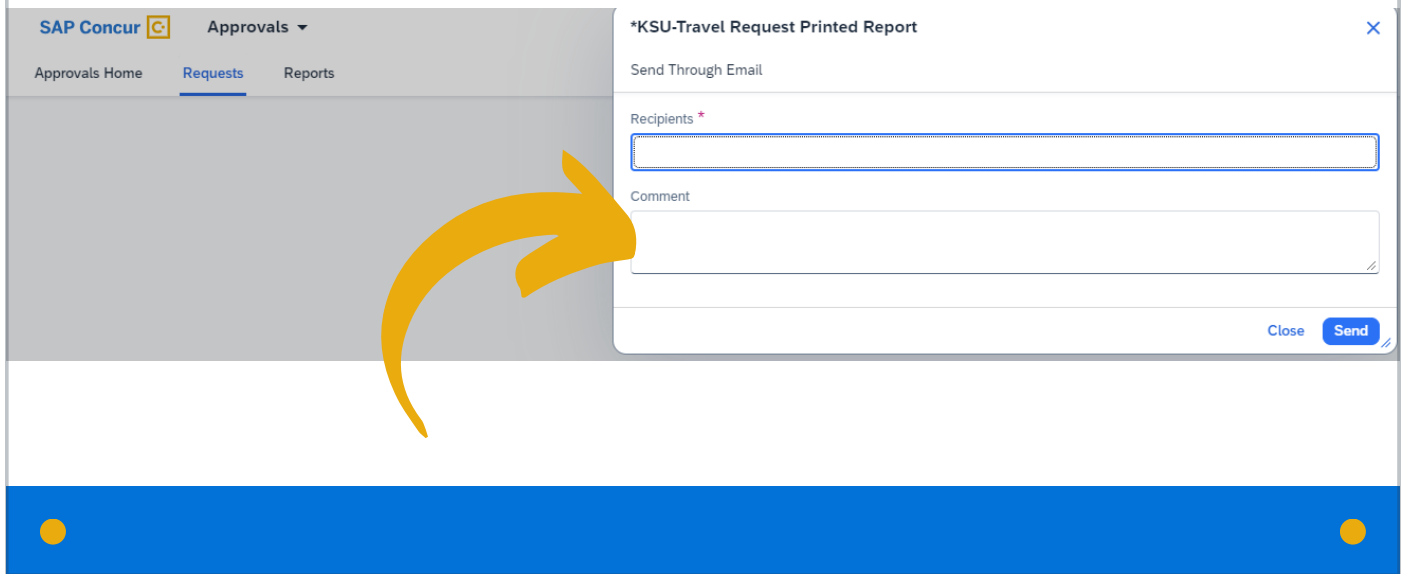
Last signed in: 10/24/2023 08:51 pm
© Copyright 2023 - SAP Concur - All Rights Reserved


When the report window opens, click the Email button in the bottom right corner of that window.



The screenshot shows the SAP Concur interface. At the top, there is a blue header with the SAP Concur logo. Below the header, there is a navigation bar with 'Approvals' and a dropdown arrow. Under 'Approvals', there are three tabs: 'Approvals Home', 'Requests', and 'Reports'. The 'Requests' tab is active. A modal window titled '*KSU-Travel Request Printed Report' is open. The modal has a close button (X) in the top right corner. Below the title, there is a section labeled 'Send Through Email'. Under this section, there is a 'Recipients *' label followed by a text input field. Below the input field is a 'Comment' label followed by a text area. At the bottom right of the modal, there are 'Close' and 'Send' buttons. A large yellow arrow points from the left side of the modal towards the 'Recipients' input field.

Enter the email address of the employee,



SAP Concur  Approvals ▾

Approvals Home Requests Reports

*KSU-Travel Request Printed Report ✕


Send Through Email

Recipients *

Comment

Close Send

and add a comment explaining what information is needed.

SAP Concur  Approvals ▾

Approvals Home Requests Reports


***KSU-Travel Request Printed Report** ✕

Send Through Email

Recipients *

Comment

Send



Then click Send.

The screenshot displays the SAP Concur interface for an approval request. At the top, the SAP Concur logo and 'Approvals' navigation are visible. Below the navigation, there's a section for 'Alerts: 2'. The main heading is 'Europe Travel Request \$3,000.00', with a sub-heading 'Nick Test | Pending International Approval | Request ID: 336G'. There are buttons for 'Request Details', 'Print/Share', and 'Attachments'. Below this is the 'EXPECTED EXPENSES' section, which includes a table with columns for 'Expense type', 'Date', 'Amount', and 'Requested'. The table lists 'Airfare' and 'Hotel' expenses, each for \$1,500.00, totaling \$3,000.00. A 'More Actions' dropdown menu is open, showing options: 'Edit Approval Flow', 'Approve & Forward', and 'Send Back to Employee'. A yellow arrow points to the 'More Actions' button, and a yellow circle highlights the 'Send Back to Employee' option.

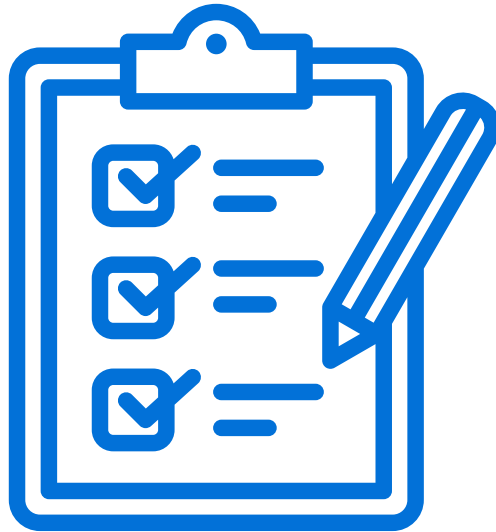
Expense type	Date	Amount	Requested
Airfare	10/15/2023	\$1,500.00	\$1,500.00
Hotel	10/15/2023	\$1,500.00	\$1,500.00
			\$3,000.00

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.

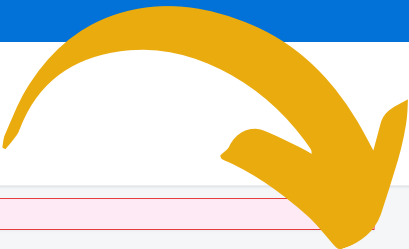
The screenshot displays the SAP Concur interface for a travel request. At the top, the SAP Concur logo is visible. Below it, there are navigation tabs for 'Approvals Home', 'Requests', and 'Reports'. A notification bar indicates 'Alerts: 2'. The main heading is 'Europe Travel Request \$3,000.00' by 'Nick Test', with a status of 'Pending International Approval'. A modal window titled 'Add Comment' is open, with the label 'Reason for Sending Back the Request*'. A large yellow arrow points to this text box. The background shows a table of 'EXPECTED EXPENSES' with columns for 'Expense type', 'Date', 'Amount', and 'Requested'. The table lists 'Airfare' and 'Hotel' expenses, each for \$1,500.00, totaling \$3,000.00.

Expense type	Date	Amount	Requested
<input type="checkbox"/> Airfare	10/15/2023	\$1,500.00	\$1,500.00
<input type="checkbox"/> Hotel	10/15/2023	\$1,500.00	\$1,500.00
			\$3,000.00

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



 Alerts: 2

Europe Travel Request \$3,000.00

 Nick Test | Pending International Approval | Request ID: 336G

[More Actions ▾](#) [Approve](#)

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

EXPECTED EXPENSES

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

<input type="checkbox"/> Expense type↑	Details↑	Date↑	Amount↑	Requested↑
<input type="checkbox"/> Airfare		10/15/2023	\$1,500.00	\$1,500.00
<input type="checkbox"/> Hotel		10/15/2023	\$1,500.00	\$1,500.00
				\$3,000.00

and click Approve

SAP Concur Approvals

Alerts: 2

Europe Travel Request \$3,000.00

Nick Test | Pending International Approval | Request ID: 336G

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

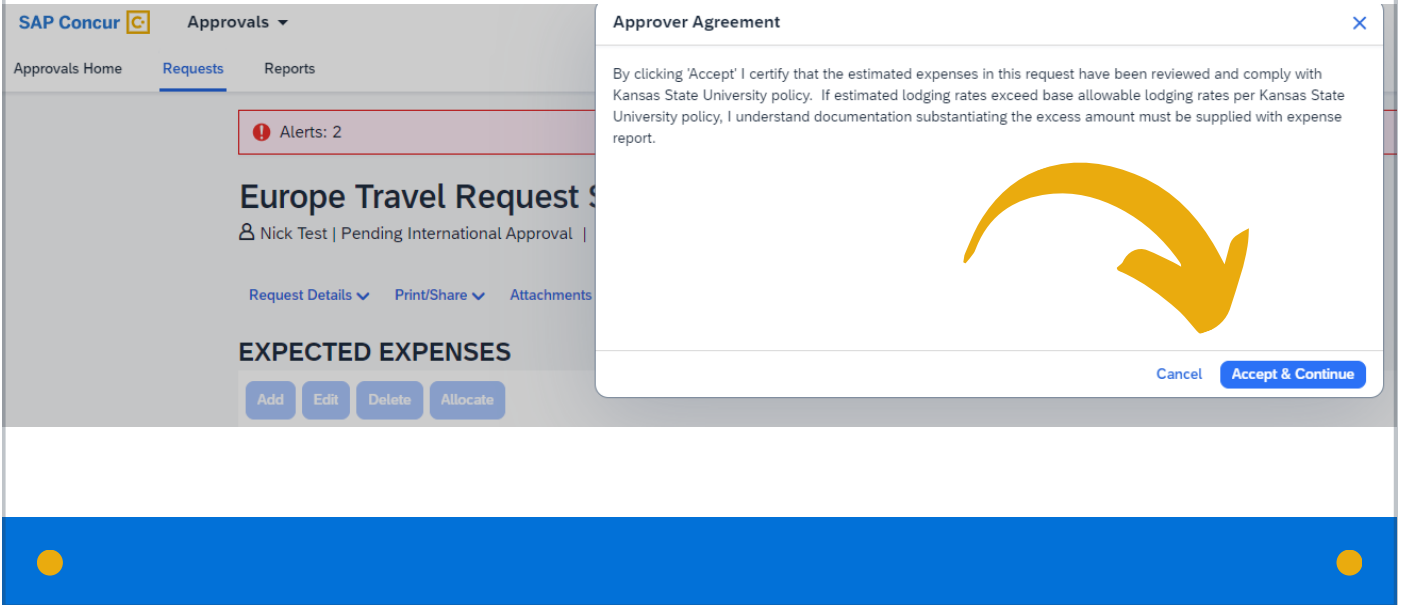
<input type="checkbox"/>	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>	Airfare		10/15/2023	\$1,500.00	\$1,500.00
<input type="checkbox"/>	Hotel		10/15/2023	\$1,500.00	\$1,500.00
					\$3,000.00

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.

The screenshot displays the SAP Concur 'Approvals' page for a 'Europe Travel Request \$3,000.00'. The page includes a navigation bar with 'Approvals Home', 'Requests', and 'Reports'. A red alert banner at the top indicates 'Alerts: 2'. The request details show it is a 'Pending International Approval' by 'Nick Test' with 'Request ID: 336G'. A 'More Actions' dropdown menu is open, with the 'Approve' option highlighted by a large yellow arrow. Below the request details is a table titled 'EXPECTED EXPENSES' with columns for 'Expense type', 'Date', 'Amount', and 'Requested'. The table lists 'Airfare' and 'Hotel' expenses, each for \$1,500.00, totaling \$3,000.00.

Expense type	Date	Amount	Requested
Airfare	10/15/2023	\$1,500.00	\$1,500.00
Hotel	10/15/2023	\$1,500.00	\$1,500.00
			\$3,000.00

Once you click Approve,



The screenshot displays the SAP Concur interface. On the left, a sidebar shows the 'Approvals' menu with 'Requests' selected. The main content area shows a 'Europe Travel Request' for 'Nick Test' in a 'Pending International Approval' state. Below this, there is a section for 'EXPECTED EXPENSES' with buttons for 'Add', 'Edit', 'Delete', and 'Allocate'. An 'Approver Agreement' modal is open on the right, containing the following text: 'By clicking 'Accept' I certify that the estimated expenses in this request have been reviewed and comply with Kansas State University policy. If estimated lodging rates exceed base allowable lodging rates per Kansas State University policy, I understand documentation substantiating the excess amount must be supplied with expense report.' A large yellow arrow points from the text to the 'Accept & Continue' button at the bottom right of the modal. The modal also includes a 'Cancel' button.

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.