



# Approver Guide

The purpose of this guide is to provide the necessary steps to approve requests and expense reports in Concur. The screenshots below will be of an expense report, but the same steps can be applied to a request approval.

- When a request or expense report is submitted for approval, an email notification will be received by the approver with a link to login to Concur.
- Once logged in, click on **Home** then **Approvals**, or click **Required Approvals**.

SAP Concur Home

ADMINISTRATION  
Tools  
Expense

APPLICATIONS  
Requests  
Travel  
Approvals  
App Center

Alerts

Company Notes

My Tasks

02 Required Approvals

01 Open Requests

- Click on the appropriate tab – **requests** or **expense reports**.

SAP Concur Approvals

Approvals Home Requests Reports


Expense Reports

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Clark_Tuscaloosa, AL_08/04/2022* Attend meeting with University of Alabama on Concur processes	Traveler, Traveler3	02/09/2023	\$117.75	\$516.00



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- Click on the expense report name to open it for review.

SAP Concur  Approvals ▾

Approvals Home Requests Reports

## Approvals

00 Trips

01 Requests

01 Expense Reports

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
<a href="#">Clark_Tuscaloosa, AL_08/04/2022*</a> Attend meeting with University of Alabama and review processes	Traveler, Traveler3	02/09/2023	\$117.75	\$516.00

- To view the basic information of the trip, click the name of the report at the top. This will open the report header. Once reviewed, click the **X** at the top right-hand corner of the report header window.

## Clark\_Tuscaloosa, AL\_08/04/2022\*

Summary Details ▾ Receipts ▾ Print / Email ▾

### Expenses

Transaction D...	Expense Type	Enter Vendor ...	Additional Inf...	City of Purcha...	Payment Type	Amount	Approved Am...
08/04/2022	Dinner			Tuscaloosa, AL...	Out of Pocket	\$15.25	\$15.25
08/04/2022	Personal Car Mileage				Out of Pocket	\$102.50	\$102.50
08/04/2022	Hotel	Hilton Hotels		Tuscaloosa, AL...	Out of Pocket	\$398.25	\$398.25

- Once the header has been reviewed and closed, the expenses will need to be reviewed. All the expenses will be listed under **Expenses**.
- To view any attachments/receipts, click on **Receipts**, the blue link above the list of expenses. Hovering over the receipt icon on the expense line will also so the receipt images related to that expense.
- When all expenses have been reviewed and the report is ready to be moved to the next step, select the desired option:
  - Send Back to User** - To return the entire expense report to the employee for correction.
  - Approve** - To approve a report "as is."
  - Approve and Forward** - To approve and forward a report to additional approvers.



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