

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**.

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• Click on the appropriate tab – requests or expense reports.

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Approvals Home Requests Reports							
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	00 Trips	01 Requests	01 Expense Reports				
	Expense Re Report Name	ports		Employee	Report Date	Amount Due Employee	Requested Amount
	Clark_Tuscaloos Attend meeting v	a. AL_08/04/2022* with University of Alaban	a on Concur processes	Traveler, Traveler3	02/09/2023	\$117.75	\$516.00



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



• 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*										
E	xpenses	Transaction D	Expense Type	Enter Vendor	Additional Inf	City of Purcha	Payment Type	Amount	View▼ Approved Am	~~
	e 🔿	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.

MISSISSIPPI STATE UNIVERSITY TT TRAVEL SERVICES

