# Review and Approve a Travel Request in Concur

As an approver, you can approve a travel request, send a travel request back to the employee to modify and resubmit, or approve and forward a travel request. Only the creator of the request (delegate or traveler) can adjust a request.

---

*Login to Concur*

---

1. Navigate to http://mywings.unf.edu and login using your UNF ID and password.
2. Go to the **Staff** tab. Look under **My Applications** and click on the Concur link. It will automatically log you in to Concur.

If you have Login Issues, please contact the following depending on the situation:

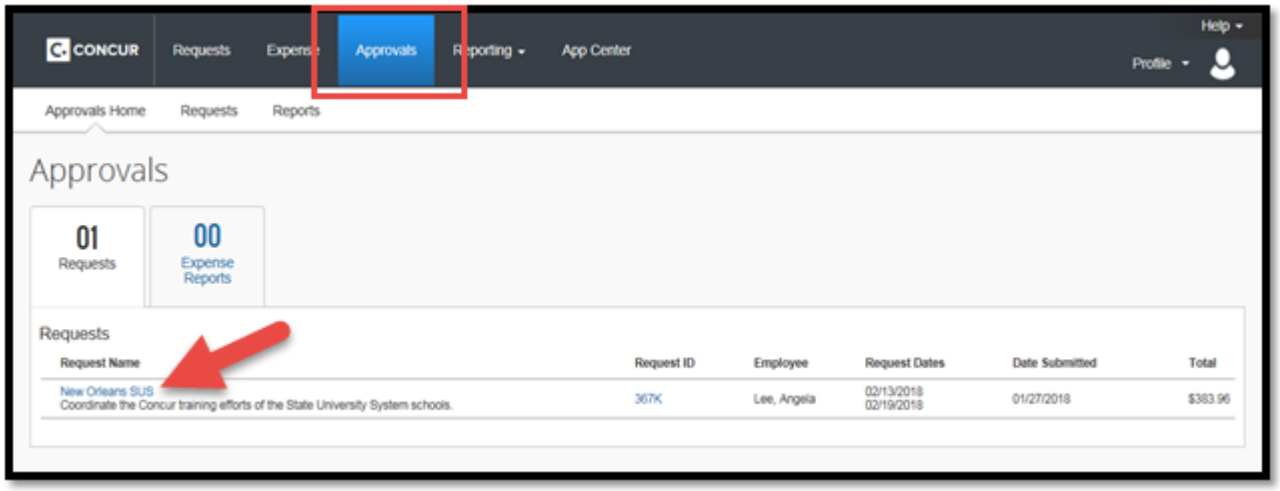
- If you are a first time traveler or believe your approver(s) may not be configured in Concur – **email banner-finance@unf.edu**
- Otherwise, contact the ITS Help Desk at **helpdesk@unf.edu** or call **904-620-4357** (HELP)

---

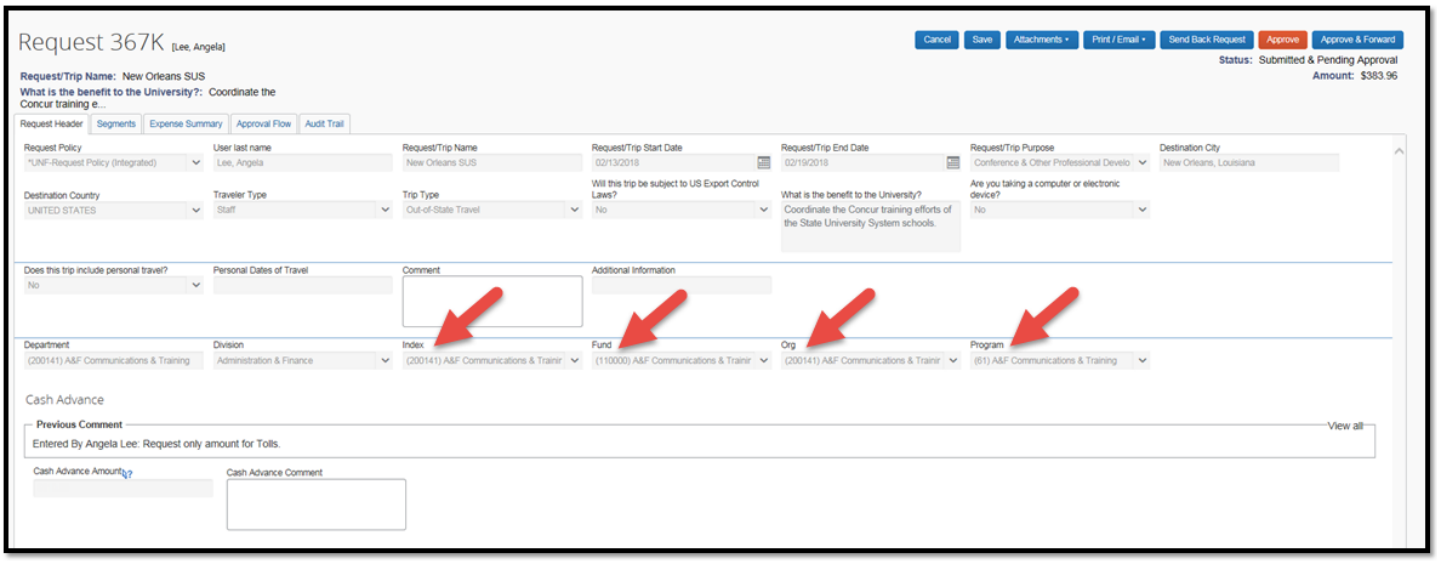
*To Review and Approve*

---

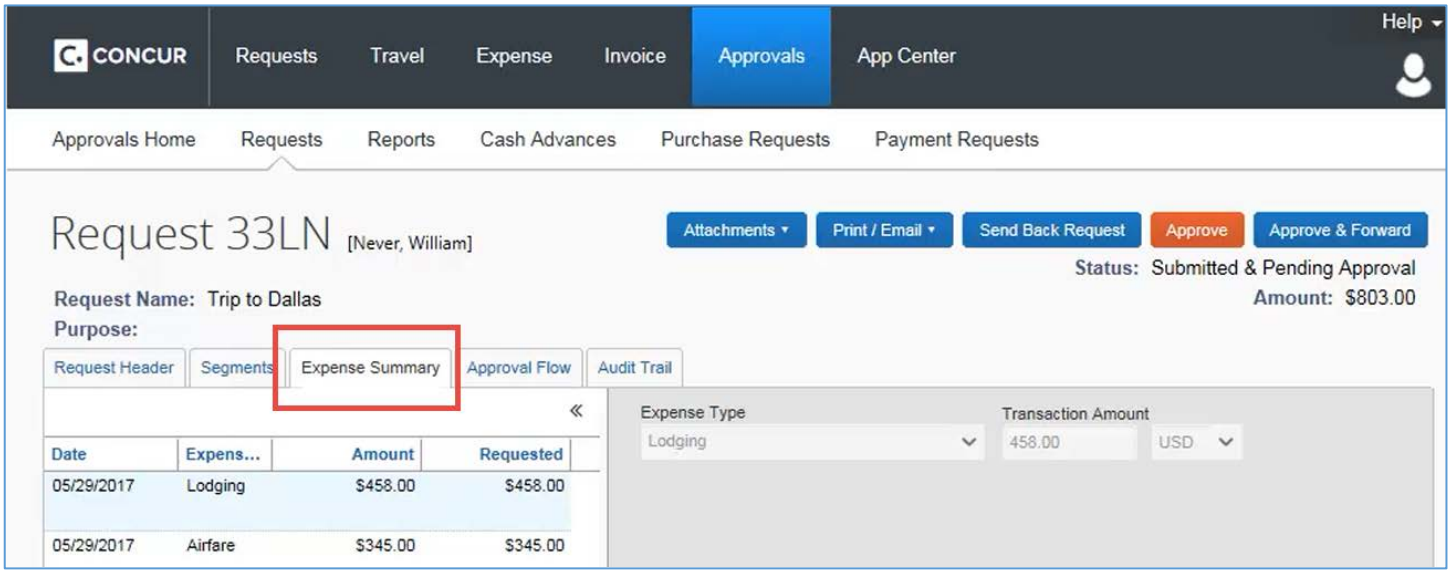
1. In the **Approval Queue** section on the **home** page, click the **Requests** tab
2. Click the request name to view it.



3. On the **Request Header** page, review the header information. Be sure to review the funding source.




4. Click the **Expense Summary** tab and review the expense summary.




5. Next, click the **Segments** tab, and then review the segments information. Scroll down so you can see all the details.
6. When ready to approve, click **Approve.** The travel request moves to the next step in the workflow.

---

*To Send a Travel Request Back to the Employee*

---

1. In the **Approval Queue** section on the Concur home page, click the **Requests** tab.
2. Click the request name. The **Request Header** page appears.
3. Click **Send Back Request**. The **Send Back Request** dialog box appears.
4. Enter a Comment for the employee, and then click **OK.** The request is returned to the employee.

## *Add an Additional Review Step for a Travel Request*

1. In the **Approval Queue** section on the **home** page, click the **Requests** tab.
2. Click the request name. The **Request Header** page appears.
3. Click **Approve & Forward**. The **Approval Flow** page appears.
4. In the **User-Added Approver** field, type the search criteria. The system displays all matches for the search criteria that you enter.
5. From the list of options displayed by the search, select the appropriate approver.
6. Click **Approve**. The request is forwarded to the selected approver