

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

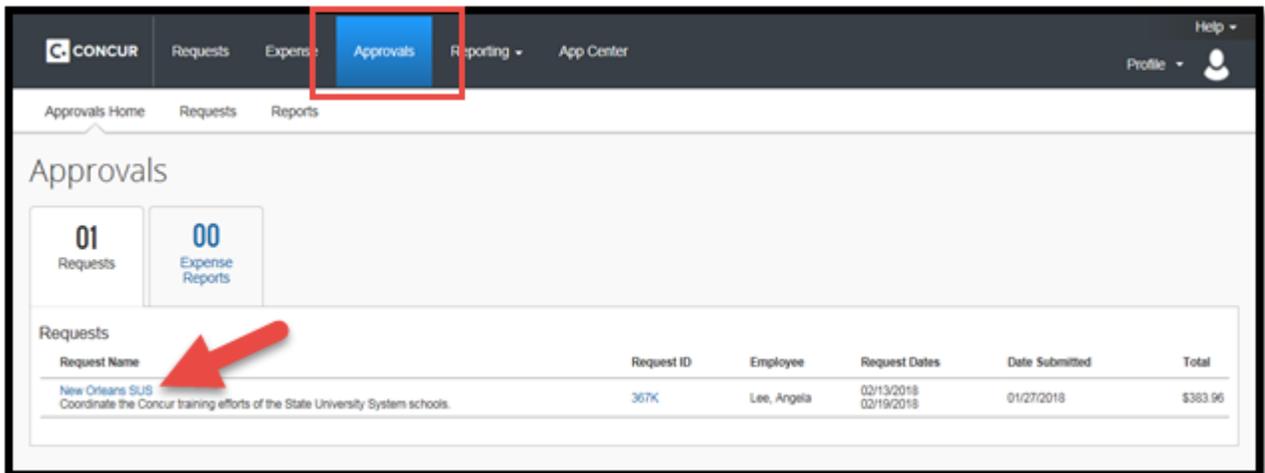
1. Navigate to <http://mywings.unf.edu> and login using your UNF ID and password.
2. Go to the **Staff** tab. Look under **My Applications** and click on the Concur link. It will automatically log you in to Concur.

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.



The screenshot shows the Concur web application interface. The top navigation bar includes 'CONCUR', 'Requests', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Approvals' tab is highlighted with a red box. Below the navigation bar, the 'Approvals' section is displayed, showing '01 Requests' and '00 Expense Reports'. A table titled 'Requests' is visible, with a red arrow pointing to the 'Request Name' column. The table contains one row of data:

Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
New Orleans SUS Coordinate the Concur training efforts of the State University System schools.	367K	Lee, Angela	02/13/2018 02/19/2018	01/27/2018	\$383.96

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

Request 367K [Lee, Angela]

Request/Trip Name: New Orleans SUS
What is the benefit to the University?: Coordinate the Concur training e...

Request Policy: *UNF-Request Policy (Integrated) | User last name: Lee, Angela | Request/Trip Name: New Orleans SUS | Request/Trip Start Date: 02/13/2018 | Request/Trip End Date: 02/19/2018 | Request/Trip Purpose: Conference & Other Professional Develo... | Destination City: New Orleans, Louisiana

Destination Country: UNITED STATES | Traveler Type: Staff | Trip Type: Out-of-State Travel | Will this trip be subject to US Export Control Laws?: No | What is the benefit to the University?: Coordinate the Concur training efforts of the State University System schools | Are you taking a computer or electronic device?: No

Does this trip include personal travel?: No | Personal Dates of Travel: | Comment: | Additional Information: |

Department: (200141) A&F Communications & Training | Division: Administration & Finance | Index: (200141) A&F Communications & Train... | Fund: (110000) A&F Communications & Train... | Org: (200141) A&F Communications & Train... | Program: (61) A&F Communications & Training

Cash Advance
Previous Comment: Entered By Angela Lee: Request only amount for Toils. View all

Cash Advance Amount: | Cash Advance Comment: |

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

Request 33LN [Never, William]

Request Name: Trip to Dallas
Purpose: | Attachments | Print / Email | Send Back Request | Approve | Approve & Forward

Status: Submitted & Pending Approval
Amount: \$803.00

Request Header | Segments | Expense Summary | Approval Flow | Audit Trail

Date	Expens...	Amount	Requested
05/29/2017	Lodging	\$458.00	\$458.00
05/29/2017	Airfare	\$345.00	\$345.00

Expense Type: Lodging | Transaction Amount: 458.00 | USD

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