

When creating a Travel Request in MSU's Concur system, Michigan State University employees can add Approvers to the Approval Flow.

1. Start at the Concur Homepage, select **Home >Requests**.

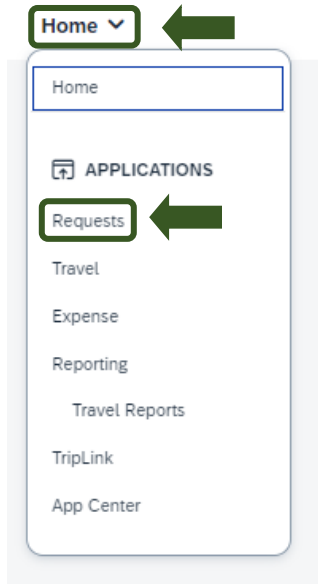


Exhibit 1

2. On the Manage Requests screen, select the Request you would like to add an Approver to.

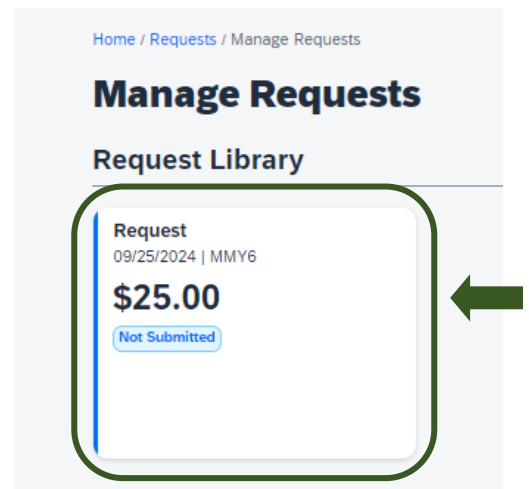


Exhibit 2

3. On the Request screen, select the **Request Details** dropdown menu >**Request Timeline**.

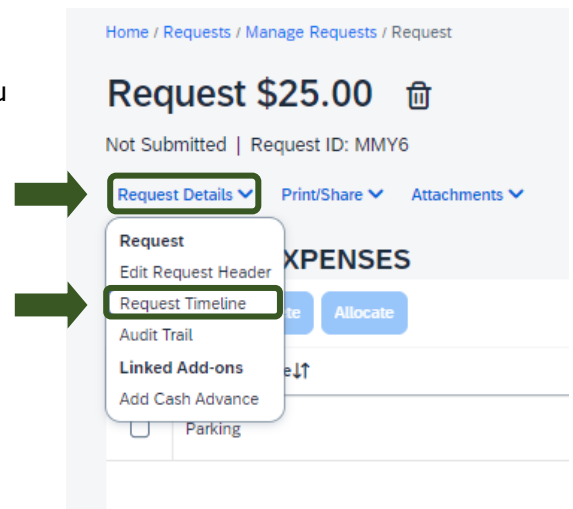


Exhibit 3

4. Once you are on the Request Timeline page, select **Edit**.

## Approval Flow



Exhibit 4

5. On the Edit Approval Flow screen, select **Add Step** in the Approval Flow where you would like to add an Approver.

Exhibit 5

6. In the **User-Added Approver** field, enter the name of the Approver you want to be added into the Approval Flow  
 >Select the Approver's Name from the dropdown menu  
 >**Save**.

Exhibit 6

7. The added Approver is now visible in the Approval Flow.

### Approval Flow



Exhibit 7

8. If your department or business unit requires a comment when adding an approver, select **Add Comment** and enter the department or unit required information >**Save**.



Exhibit 8

Exhibit 9

9. You will now see your comment that you added >**Close**.

### Request Summary

REQUEST COMMENT   
 Request Added 04/09/2024  
 SAMPLE COMMENT

Exhibit 10



Exhibit 11

10. Once your request is completed, select **Submit Request**. Your Request will now route the Approvers in the Approval Flow.

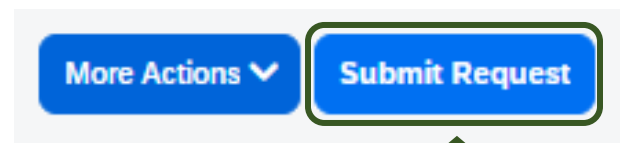


Exhibit 10