

When creating a Travel Request or Expense Report in Concur, Michigan State University employees can add Approvers to the Approval Flow.

# **Table of Contents**

Add an Approver to a Request	2
Add an Approver to an Expense Report	5



Add an Approver to a Request

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



Exhibit 3



4. On the Request Timeline page, select **Edit**.

A	pr	ova	l Fl	ow
---	----	-----	------	----



Exhibit 4

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

	Edit Approval Flow
	(+ Add Step)
	Office for Global Health, Safety, and Security Approver
ıa	
	+ Add Step
	Department Approver
	Lass Lyrer
	+ Add Step
	Student Employee/Profiled Guest Approver
	~
	+ Add Step
	Fiscal Officer Approver
	+ Add Step

Exhibit 5

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

Edit Approval Flow	×
+ Add Step	
User-Added Approver *	
Last Name 🗸 📰	
( @msu.edu) User ID: Logon ID: @msu.edu	
@msu.edu	
+ Add Step	
Department Approver	
+ Add Step	
Student Freedows /Perfled Count Announce	
Student Employee/Profiled Guest Approver	
<b>`</b>	
+ Add Step	
Fiscal Officer Approver	
· Add Care	, Č

Exhibit 6



7. The added Approver is now visible in the 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

٢	Add Comment	×
ŀ		1500 character length limit
a		
		Cancel Save

Exhibit 9

Request Summary
REQUEST COMMENT 🗐 04/09/2024
SAMPLE COMMENT

Exhibit 10

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

9. The added comment will now display.

Manage Requests	Submit Requ	lest	Copy Request	Edit Approval Flow	Delete Request
Exhibit 11	1				

>Close.



## Add an Approver to an Expense Report

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

2. On the Manage Expenses screen, select the Expense Report you

would like to add an Approver to.



### Exhibit 102

# Home / Expense / Manage Expenses **Manage Expenses**Report Library View: Active Reports View: Active Reports View: Test 04/22/2024 \$0.00 Not Submitted Exhibit 13







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

### **Approval Flow**



Exhibit 15

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

	Edit Approval Flow
	(+ Add Step)
	Office for Global Health, Safety, and Security Approver
na	
	+ Add Step
	Department Approver
	+ Add Step
	Student Employee/Profiled Guest Approver
	+ Add Step
	Eiscal Officer Approver
	+ Add Step

Exhibit 16

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

Zakriphovariton	
+ Add Step	
User-Added Approver *	
Last Name 🗸 📖 🔍	
(i@msu.edu) User ID: Logon ID:	
@msu.edu @msu.edu	
+ Add Step	
Department Approver	
+ Add Step	
Student Employee/Profiled Guest Approver	
~	
+ Add Step	
Fiscal Officer Approver	
- Add Care	

Exhibit 17



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



Exhibit 18

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 19

Add Comment	×
	1500 character length limit
	Cancel Save

Exhibit 20

Request Summary
REQUEST COMMENT F 04/09/2024
SAMPLE COMMENT

Exhibit 21



9. The added comment now displays. >Close.