

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

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Add an Approver to a Request

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

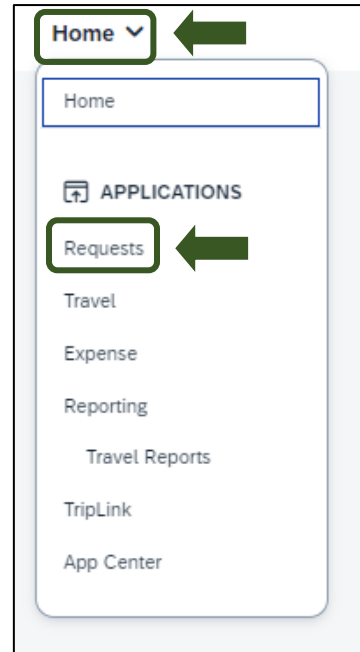


Exhibit 1

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

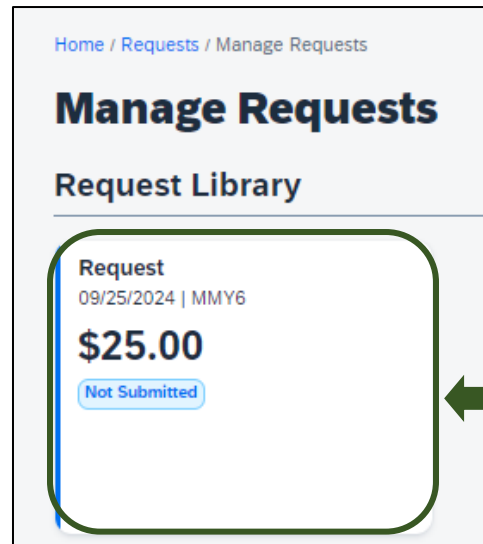


Exhibit 2

3. On the Request screen, select the **Request Details** dropdown menu > **Request Timeline** OR Select > **Edit Approval Flow**

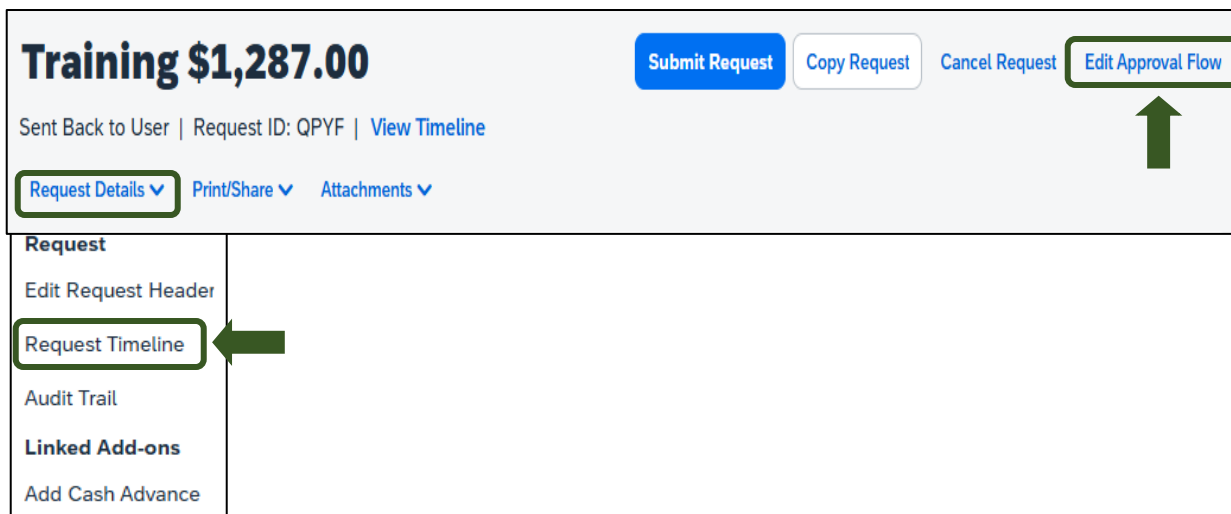


Exhibit 3

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

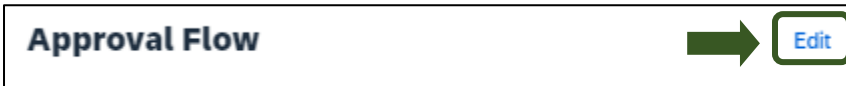


Exhibit 4

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

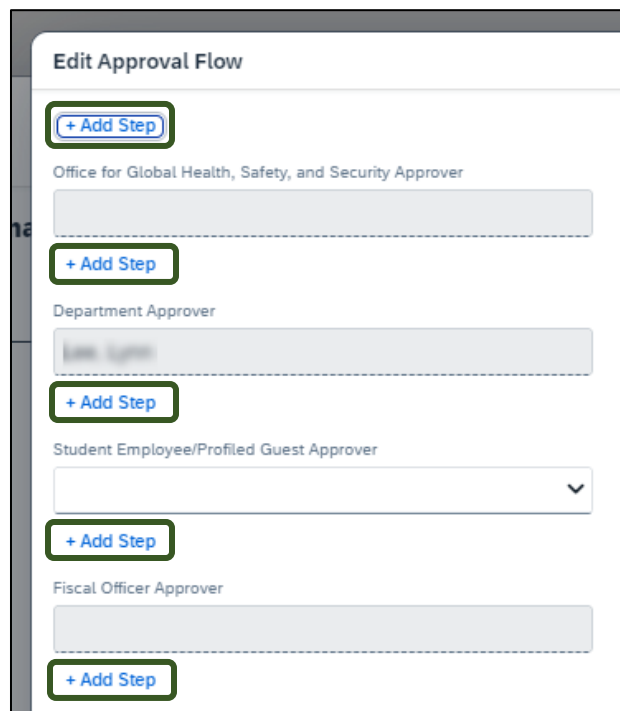


Exhibit 5

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

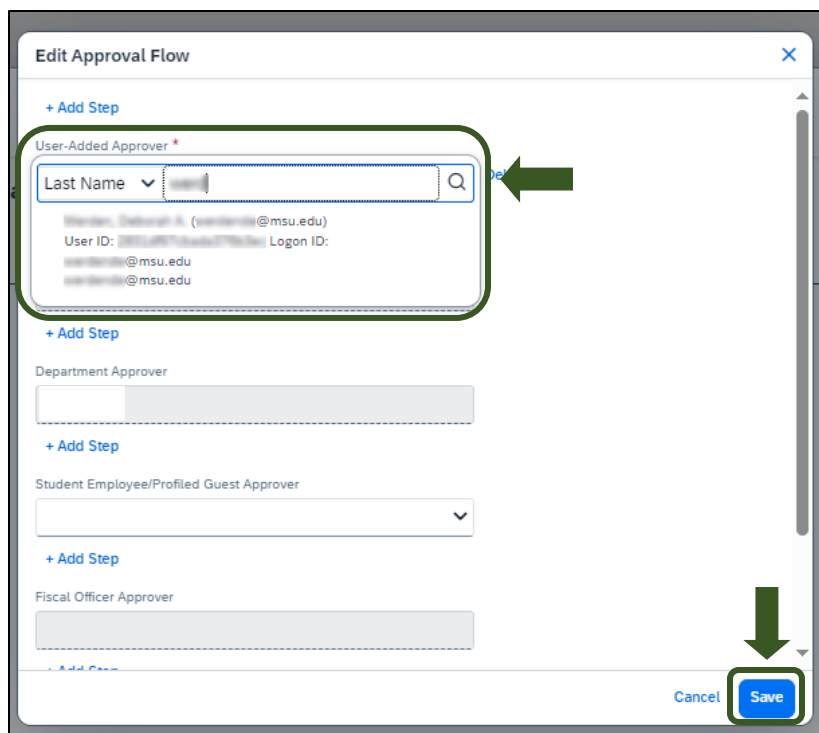


Exhibit 6

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

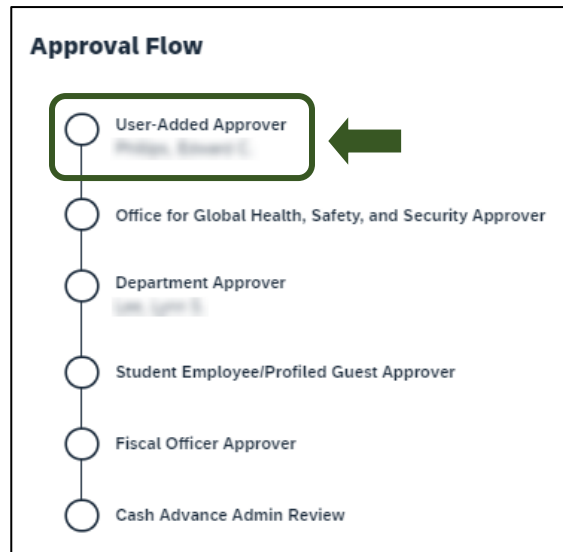


Exhibit 7

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. The added comment will now display. >**Close**.

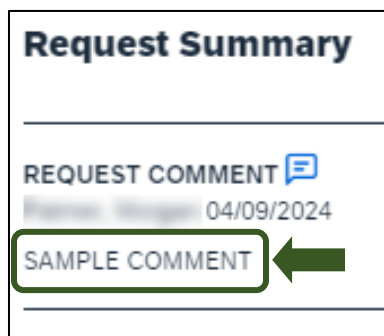


Exhibit 10

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

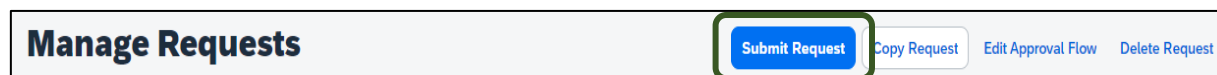


Exhibit 11

Add an Approver to an Expense Report

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

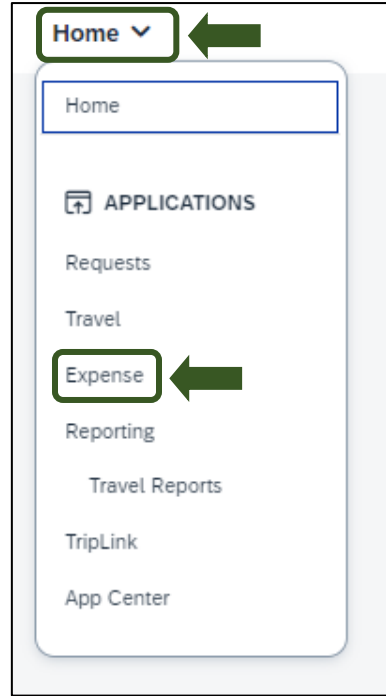


Exhibit 102

2. On the Manage Expenses screen, select the Expense Report you would like to add an Approver to.

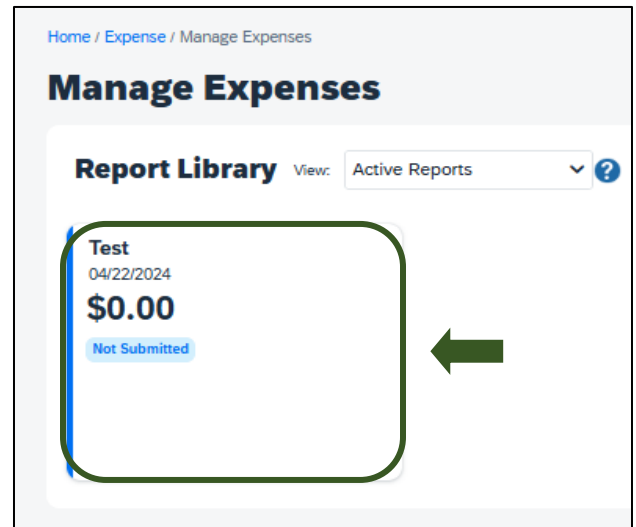


Exhibit 13

3. On the Expense Report screen, select the **Report Details** dropdown menu > **Report Timeline** OR Select > **Edit Approval Flow**

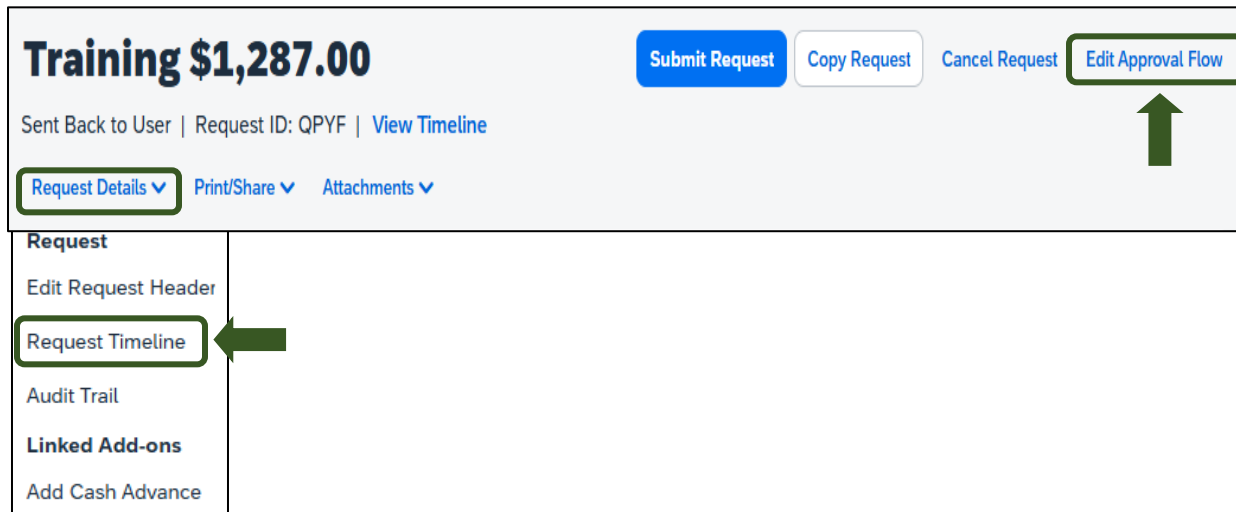


Exhibit 14

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

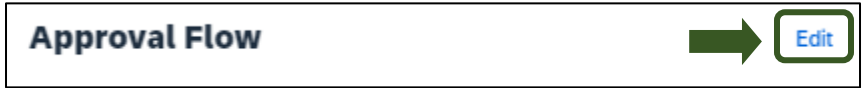


Exhibit 15

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

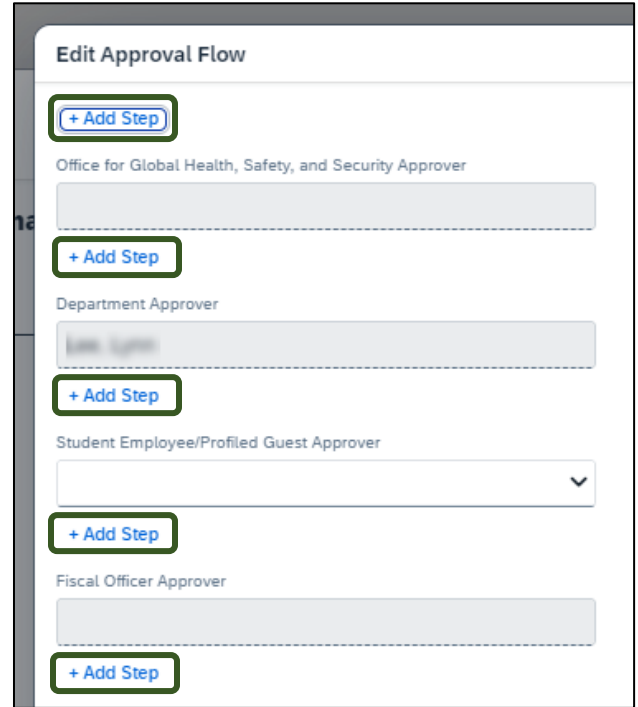


Exhibit 16

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

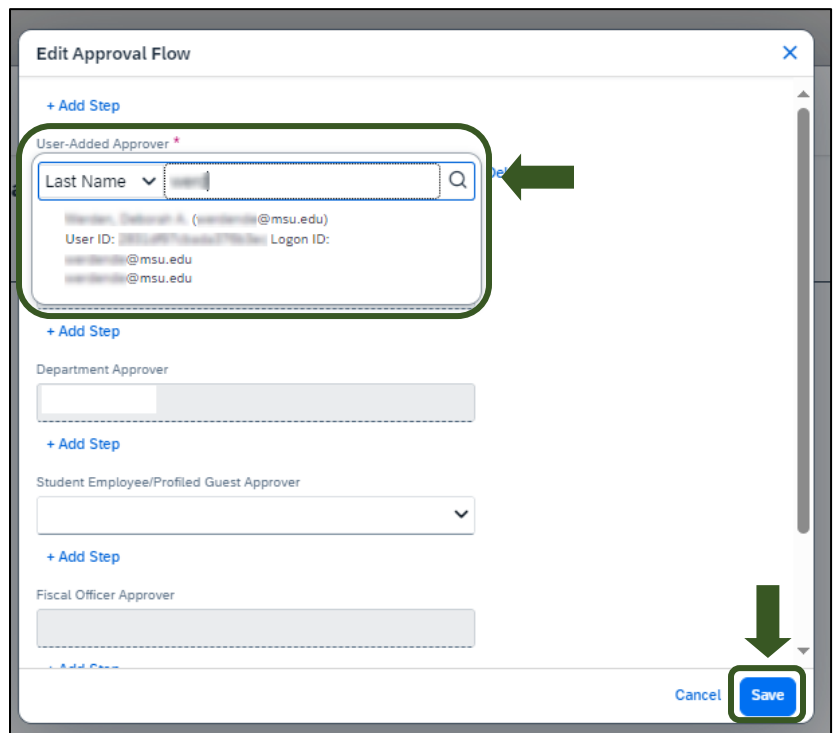


Exhibit 17

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

Exhibit 20

9. The added comment now displays. >**Close**.

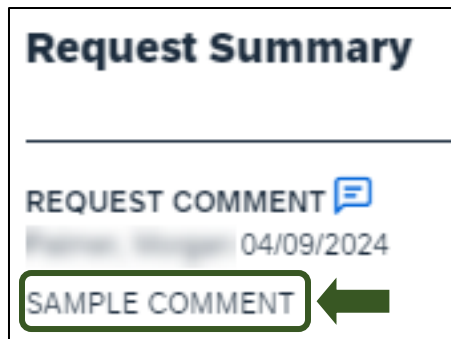


Exhibit 21

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



Exhibit 22