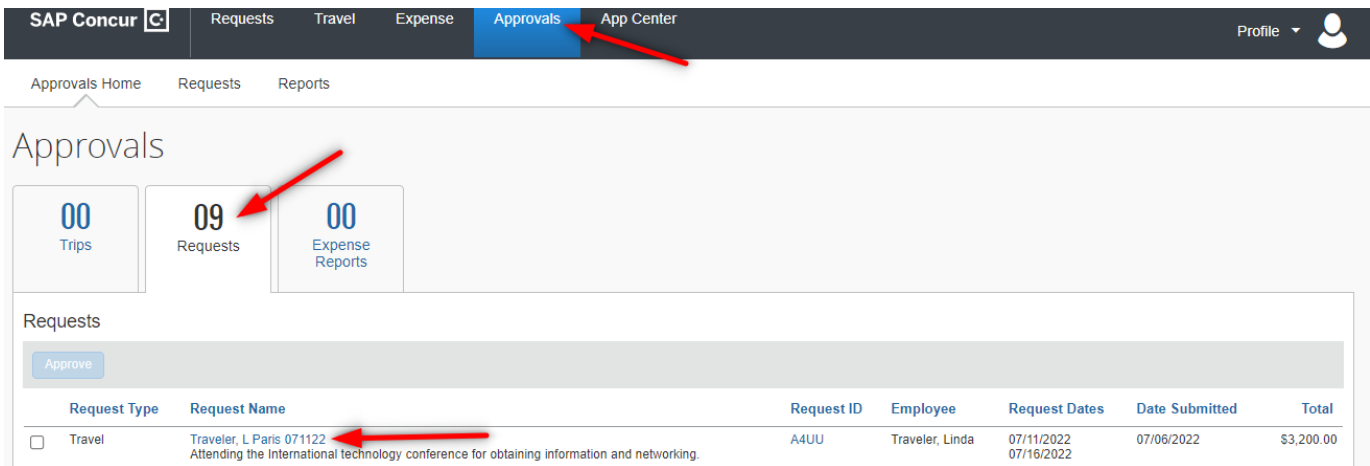
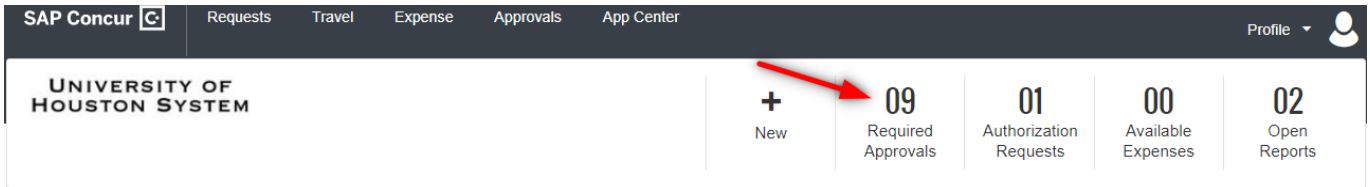


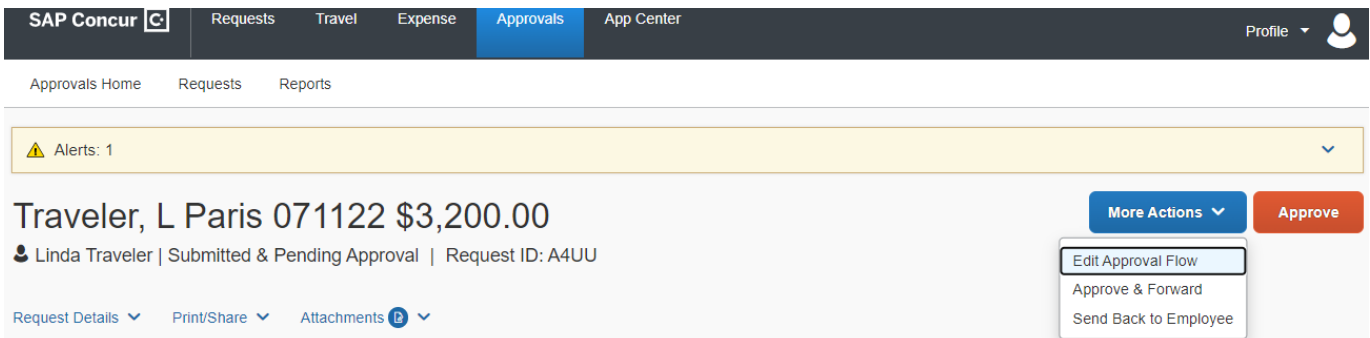
# University of Houston-Downtown Concur Instructions

## Approving a Travel Request

**Step 1:** In the header menu, click on “Required Approvals”. Concur will display the documents that require your approval. Click on “Requests” and select a particular Travel Request to review/approve.



**Once opened, you can either Approve the Travel Request or click on More Actions and select what is needed**



# University of Houston-Downtown Concur Instructions

## Approving a Travel Request

Another option: You can simply select a particular Travel Request under the “My Tasks” section.

The image shows two screenshots from the SAP Concur system. The top screenshot is the 'MY TASKS' dashboard, which has three main sections: 'Required Approvals' with a count of 08, 'Available Expenses' with a count of 00, and 'Open Reports' with a count of 02. The 'Required Approvals' section lists five items, each with a name, role, and amount. The 'Available Expenses' section shows a message that there are no available expenses. The 'Open Reports' section lists two reports with dates, names, and amounts. The bottom screenshot shows a specific travel request for 'Traveler, L Dallas 050516' for \$2,000.00. It includes a 'More Actions' dropdown menu with options like 'Edit Approval Flow', 'Approve & Forward', and 'Send Back to Employee'. The navigation bar at the top includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'.

**Step 3: If the next person in workflow is blank, it means there is more than one person who can approve at that level and you need to select one. Enter \* (an asterisk) in the blank field to generate a list of approvers and select the appropriate person.**

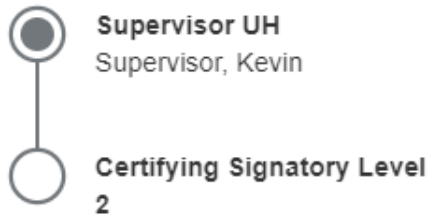
This screenshot shows a travel request for 'Traveler, L Dallas 050516' for \$2,000.00. The 'Request Details' dropdown menu is open, showing options: 'Request', 'Request Header', 'Request Timeline', and 'Audit Trail'. A red arrow points to the 'Request Timeline' option. The 'Request Details' dropdown is highlighted with a red box.

# University of Houston-Downtown Concur Instructions Approving a Travel Request

## Request Timeline

Traveler, L Dallas 050516 | \$2,000.00

Approval Flow [Edit](#)

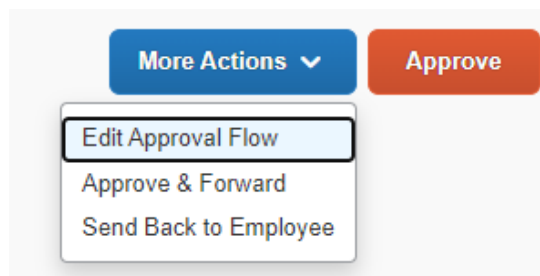


Dialog box titled "Edit Approval Flow" with a close button (x). It contains three sections for adding approvers:

- Supervisor UH: Input field "Certifying, Peter" with a "+ Add Step" button below it.
- Certifying Signatory Level 2: Input field "Certifying, Peter" with a dropdown arrow on the left and a "+ Add Step" button below it.
- Provost: Input field (empty) with a "+ Add Step" button below it.

At the bottom right of the dialog are "Cancel" and "Save" buttons.

**Step 4:** Click on “Approve” to approve or “Send Back Request” to send it back to the traveler/delegate.



**If the Request is sent back to the traveler, enter a comment in the Comments box.**

**Note:** If an additional approval is needed (e.g., VP for Research), click “**Approve and Forward**” and select the additional approver. The Request will be sent to that approver. When they approve, the Request will be sent to the next approver in workflow.

## University of Houston-Downtown Concur Instructions Approving a Travel Request

**Example:** Foreign travel for a faculty member that is paid on Division of Research funds requires Research VP approval, in addition to the Provost.

