CONCUR | APPROVING TRAVEL REQUESTS

OVERVIEW

This document will provide an overview of how to review and approve a travel request before an employee books travel and before any travel, related expenses are incurred.

REVIEWING A REQUEST

1. From the Concur homepage, under the My Tasks section, click Required Approvals. The Approvals view displays.

2. Click the Requests tab. A list of requests pending approval displays.

3. Double-click the appropriate travel request. The travel request details display.

4. Review the travel request details.

5. Click the Request Header tab.
   a. Make note of any warnings. Take appropriate action with the traveler, as necessary.
   b. Review travel dates, purpose, destination, business purpose, account number, etc.

6. Click the Segments tab.
   a. If applicable, review Air Ticket details, including Estimated Amount.
   b. If applicable, review Hotel Reservation details, including Estimated Amount.
   c. If applicable, review Car Rental details, including Estimated Amount.

7. Click the Expense Summary tab.

<table>
<thead>
<tr>
<th>Date</th>
<th>Expenses</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/27/2019</td>
<td>Airfare</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>05/27/2019</td>
<td>Car Res</td>
<td>$700.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>05/27/2019</td>
<td>Hotel L</td>
<td>$700.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>05/27/2019</td>
<td>Meal P</td>
<td>$252.00</td>
<td>$252.00</td>
</tr>
</tbody>
</table>

Segments display as individual line items, along with additional anticipated expenses that were entered by the traveler.

8. Review additional expenses listed. e.g., meals, mileage, ground transportation, etc.

   NOTE: If a request does not include additional expenses that are to be expected for this trip, they should be added by the traveler and resubmitted for approval.

9. If applicable, click the Attachments dropdown, and then click Check Attachments.
10. After reviewing header details, segments, attachments, and other expense details, you can:

- Approve the Request, or
- Send Back the Request (with comments), or
- Approve & Forward (to another Approver)

**NOTE:** As an approver you can alternatively Approve or Send Back the Request via the Concur Mobile App.

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**SENDING BACK A REQUEST**

When a travel request is incorrect (e.g., does not conform to University policy, is not approved for budgetary means, or for any other reason, etc.) you can send the request back to the employee.

1. From the open travel request, click **Send Back Request. A Send Back Request Comment screen displays.**

2. Enter a comment to the employee, explaining why the request is being returned.

3. Click **OK** to confirm. **The request is sent back and an email notification is sent to the traveler.**

**ADDITIONAL SUPPORT**

For help with Concur, contact [travel@uconn.edu](mailto:travel@uconn.edu).

For additional reference material, refer to [https://concurproject.uconn.edu/home/](https://concurproject.uconn.edu/home/)