

## CONCUR EXPENSE Manual: Adding an Approver

While in the report, click on Details, then Approval Flow.

The screenshot displays the Concur Expense system interface. At the top, a blue header bar contains the text "Expense Report" and "Personal Car" on the left, and "Delete Report" and "Submit Report" on the right. Below the header, a navigation bar includes "New Expense", "Details", "View", and "Import" buttons. A red arrow points from the "Details" button to a callout box that says "To add an approver, click on Details then Approval Flow". Another red arrow points from the "Details" button to the "Approval Flow" option in a dropdown menu. The dropdown menu is open, showing options: Report, Report Header, Totals, Audit Trail, Approval Flow (highlighted), Comments, Cash Advances, Allocations, and Travel Allowances. The main content area is titled "New Expense" and features a search box for "Expense Type". Below the search box, there is a list of expense categories and their sub-items, organized into four columns:

01. Transportation		..04. Other	
Car Rental	Gas & Oil	Dues & Memberships	Employee Moving/Relocation
Parking	Personal Car Mileage	Gifts(donors, graduates, speakers)	Job Fair booth/fees
STL Airport Parking	Taxi/Metro	Materials/Books	Meals (self)
02. Business & Entertainment		Meetings	Minor Computer Software
Business Meal (attendees)	Clin/Res-Dietary/Trv (Patient Related)	Minor Other Equipment	Miscellaneous (Other)
Entertainment	Food Service (Sprnd Prog Trng; Dept. Events--Holiday, Grad)	Office Supplies	Outside Printing
Orientation	Recruitment (Faculty/Staff)	Permits/Licenses/Abstracts	Postage
03. Communications		Seminar Fees/Registration	Subscriptions
Internet	Local Phone	Teaching/Research Supplies	
Long Distance			
04. Other			
College Fair booth/fees			

Use the blue arrows to add the new Approver where they should be in the routing flow.

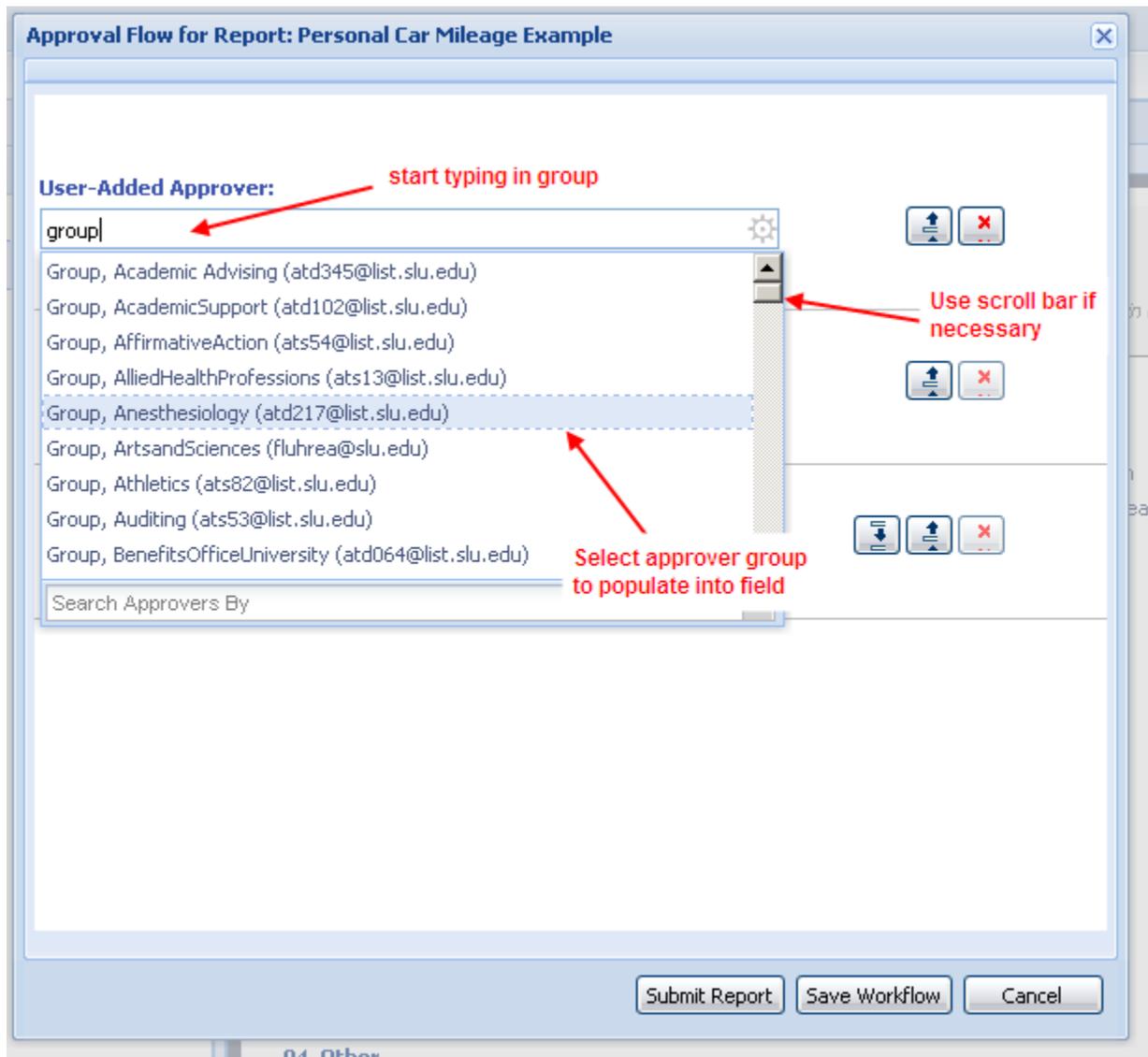
The screenshot shows a dialog box titled "Approval Flow for Report: Personal Car Mileage Example". It contains four sections for defining approvers in a workflow:

- User-Added Approver:** "Approver receives report BEFORE department approver". Includes a gear icon and blue arrow icons.
- Manager Approval:** "Group, VPBusinessandFinance" with "Default Department Approver". A red box highlights the blue arrow icon with the text "Arrows used for placement of new approver".
- User-Added Approver:** "Approver receives report AFTER department approver BEFORE Commitment Office". Includes blue arrow icons.
- Approver 3 (FINCOMMIT approver) Non Grant:** "Group, VPBusinessandFinance" with "Commitment Office chosen on Report Header". Includes blue arrow icons and the note "((this step may be skipped))".

At the bottom of the dialog are buttons for "Submit Report", "Save Workflow", and "Cancel".

04. Other  
College Fair booth/fees

In User-Added Approver field, start typing in Group (for a GROUP approver) select from drop down list that is populated.



When selected, approver appears in field.

**Approval Flow for Report: Personal Car Mileage Example**

**User-Added Approver:**  
Group, Anesthesiology (atd217@list.slu.edu) [Settings] [Up/Down] [Delete]

**Manager Approval:**  
Group, VPBusinessandFinance [Up/Down] [Delete]

**Approver 3 (FINCOMMIT approver) Non Grant:**  
Group, VPBusinessandFinance [Down] [Up/Down] [Delete]  
*((this step may be skipped))*

**Buttons:** Submit Report, Save Workflow, Cancel

**Annotations:**  
- Only User-Added Approvers can be deleted (points to delete button)  
- Use Save Workflow if report is not ready to submit (points to Save Workflow button)  
- If report is complete (receipts attached etc) click to Submit (points to Submit Report button)

User-Added Approvers are the only approvers that can be deleted.

If report is complete (receipts have been attached, allocations are completed, all expenses have been added, comments are in etc) click Submit Report to forward report to approver.

If the report is not ready to submit, click Save Workflow to keep the added approver in the Approval Flow.