Business and Finance Division
SAINT LOUIS UNIVERSITY

CONCUR EXPENSE Manual: Adding an Approver

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

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

Approval Flow for Report: Personal Car Mileage Example

User-Added Approver:
Approver receives report BEFORE department approver

Manager Approval:
Group, VPBusinessandFinance   Default Department Approver

Arrows used for placement of new approver

User-Added Approver:
Approver receives report AFTER department approver BEFORE Commitment Office

Approver 3 (FINCOMMIT approver) Non Grant:
Group, VPBusinessandFinance   Commitment Office chosen on Report Header

((this step may be skipped))

Submit Report   Save Workflow   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.
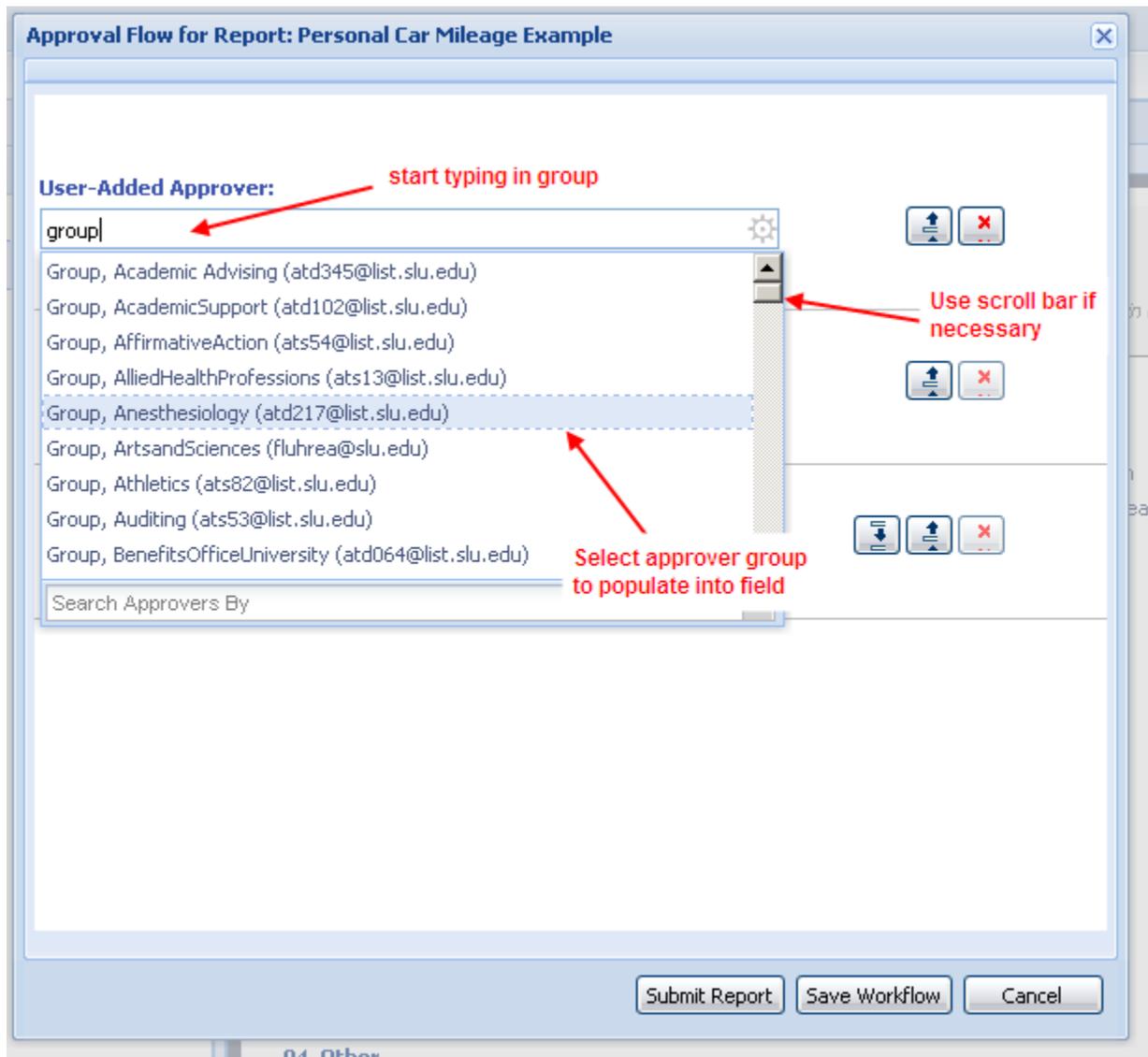
When selected, approver appears in field.

Approval Flow for Report: Personal Car Mileage Example

Only User-Added Approvers can be deleted

User-Added Approver:

Group, Anesthesiology (atd217@list.slu.edu)

Manager Approval:

Group, VPBusinessandFinance

Approver 3 (FINCOMMIT approver) Non Grant:

Group, VPBusinessandFinance

((this step may be skipped))

Use Save Workflow if report is not ready to submit

If report is complete (receipts attached etc) click to Submit

Submit Report   Save Workflow   Cancel

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.