

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**  
 >**Manage Requests**.

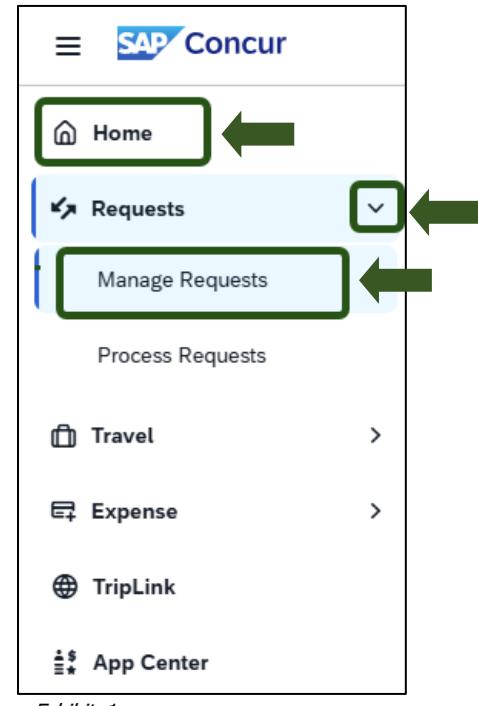


Exhibit 1

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

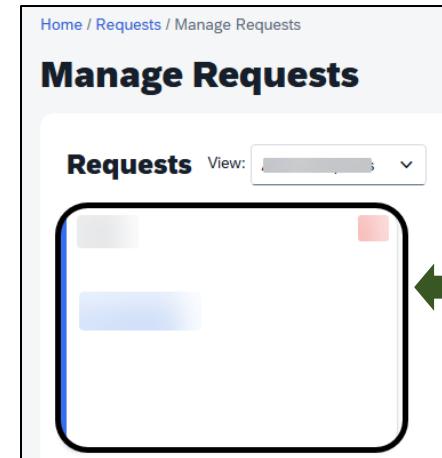


Exhibit 2

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

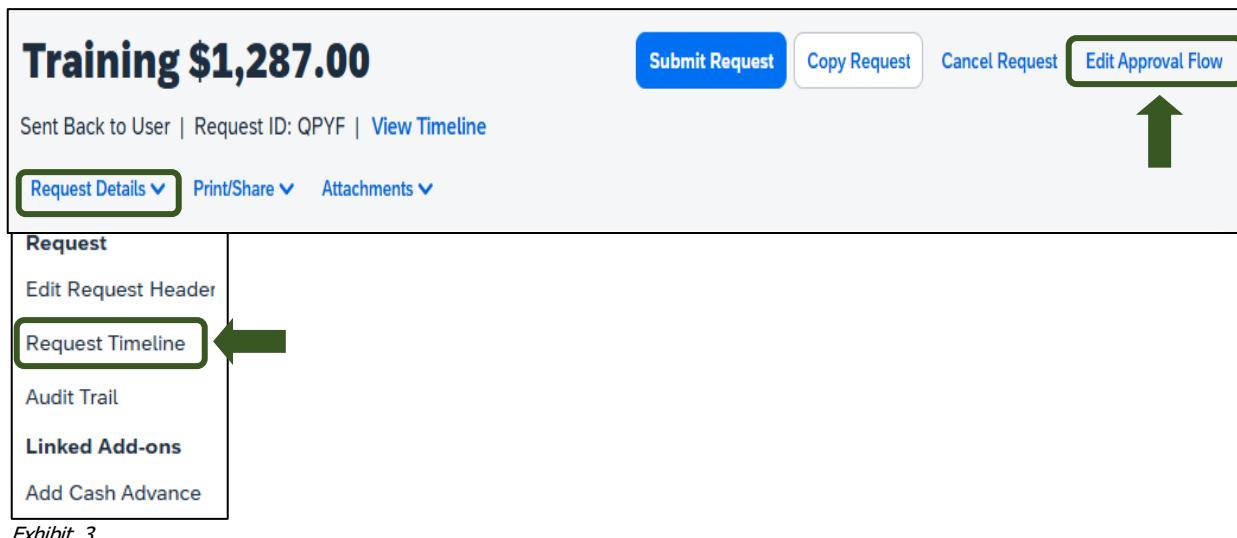


Exhibit 3

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

**Approval Flow**

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.

**Edit Approval Flow**

**+ Add Step**

Office for Global Health, Safety, and Security Approver

**+ Add Step**

Department Approver

**+ Add Step**

Student Employee/Profiled Guest Approver

**+ Add Step**

Fiscal Officer Approver

**+ Add Step**

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 Approvers Name from the dropdown menu  
 >**Save**.

**Edit Approval Flow**

**+ Add Step**

**User-Added Approver \***

Last Name

John Doe (jdoe@msu.edu)  
 User ID: jdoe Logon ID:  
 jdoe@msu.edu  
 jdoe@msu.edu

**+ Add Step**

Department Approver

**+ Add Step**

Student Employee/Profiled Guest Approver

**+ Add Step**

Fiscal Officer Approver

**+ Add Step**

**Cancel** **Save**

Exhibit 6

## How to Add Approvers to the Approval Flow

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.

**Manage Requests**

**Submit Request**

**Copy Request**

**Edit Approval Flow**

**Delete Request**

Exhibit 11



Add an Approver to an Expense Report

1. Start at the [Concur Homepage](#), select **Home**  
**>Expense**  
**>Manage Expenses**

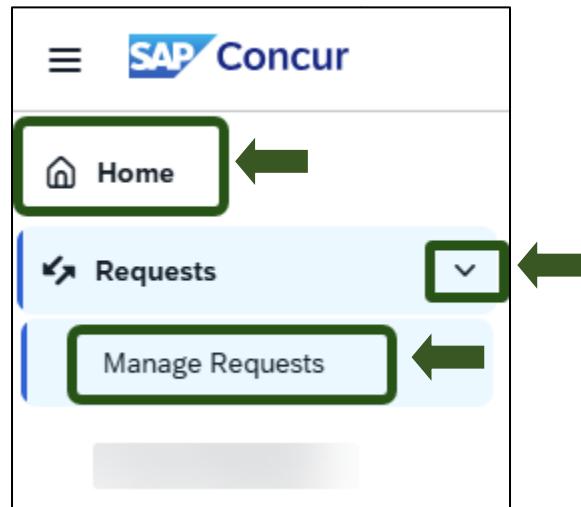


Exhibit 12

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

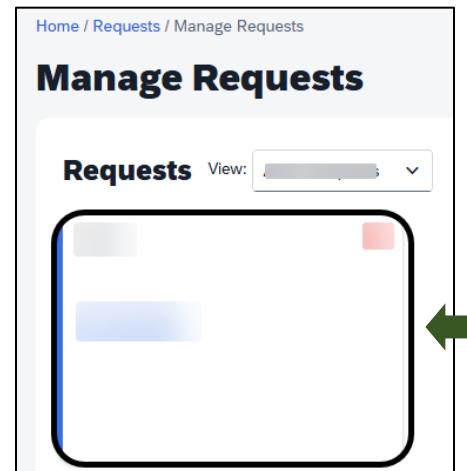


Exhibit 13

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

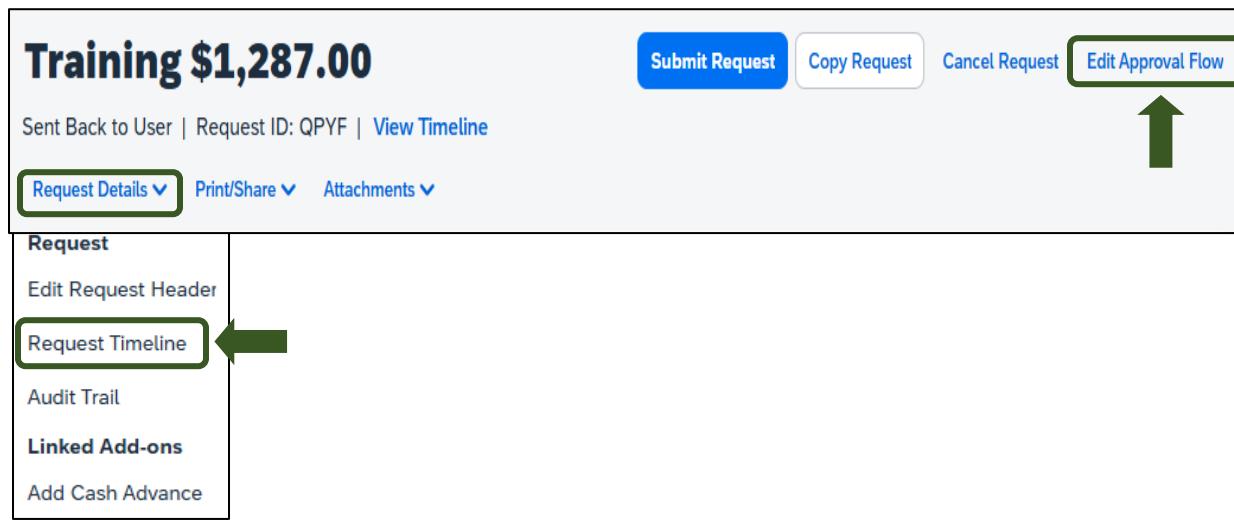


Exhibit 14

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

**Approval Flow**

 **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.

**Edit Approval Flow**

**+ Add Step**

Office for Global Health, Safety, and Security Approver

**+ Add Step**

Department Approver

**+ Add Step**

Student Employee/Profiled Guest Approver

**+ Add Step**

Fiscal Officer Approver

**+ Add Step**

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 Approvers Name from the dropdown menu  
**>Save.**

**Edit Approval Flow**

**+ Add Step**

**User-Added Approver \***

Last Name   

John Doe (johndoe@msu.edu)  
 User ID: johndoe Logon ID:  
 johndoe@msu.edu  
 johndoe@msu.edu

**+ Add Step**

Department Approver

**+ Add Step**

Student Employee/Profiled Guest Approver

**+ Add Step**

Fiscal Officer Approver

**+ Add Step**

**Cancel** **Save**

Exhibit 17

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

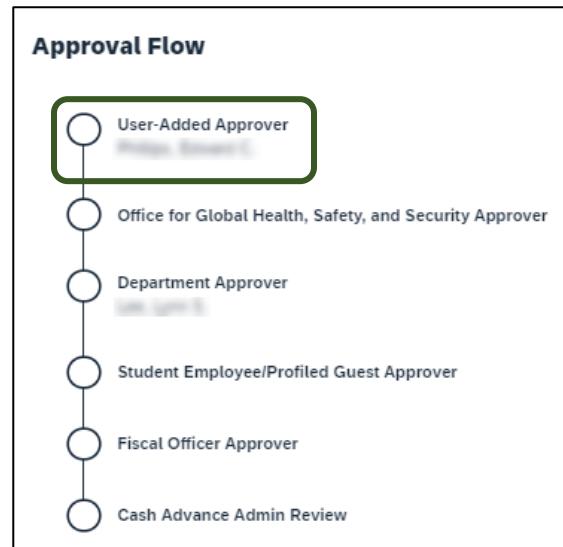


Exhibit 18

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