Section 1: Review & Approve Expense Reports

Step 1: Review and approve a report	
1	Log on with your Approver ID & Password. In the **Approval Queue** section of My Concur, click the name of the report that you want to view.
2	On the **Request, Expense Report, or Cash Advance tab** click on the record you want to review for approval.
3	Click **Approve**. You can also print the travel document.

Step 2: Send a request or expense report back to an employee	
1	In the **Approval Queue** section of My Concur, click the name of the report that you want to view.
2	Click **Send Back Request**.
3	In the **Send Back Request** page, add comments in the **Comment** box.
4	Click **OK**.

Step 3: Add an additional review step for an expense report	
1	In the **Approval Queue** section of My Concur, click the name of the report that you want to view.
2	Click **Approve & Forward**.
3	In the **Approve & Forward Report** window, click the User-Added Approver field then click the **Search Approvers By** dropdown arrow.
4	Select the desired search option from the dropdown list.
5	In the **User-Added Approver** field, type the search criteria.
6	From the list of options displayed by the search, select the appropriate approver. The list will only display valid approvers.
7	Click **Approve**.

Section 1: Review & Approve Expense Reports

Step 1: Review and approve a report	
1	In the **Approval Queue** section of My Concur, click the name of the report that you want to view.
2	On the **Expense Report** page, click the expense you want to view.
3	Click **Approve**.
Step 2: Send an expense report back to an employee	
1	In the **Approval Queue** section of My Concur, click the name of the report that you want to view.
2	Click **Send Back to Employee**.
3	In the **Send Back Report** page, add comments in the **Comment** box.
4	Click **OK**.
Step 3: Adjust authorized allocation on an expense report	
1	In the **Approval Queue** section of My Concur, click the name of the report that You want to view.
2	On the **Expense Report** page, click the expense you want to adjust.
3	Change the **Expense Type**, **Fund**, **Function**, **Object**, and **Sub-fund** as needed.
4	Click **Save**.
5	To approve the report with the changes, click **Approve**.
Step 4: Add an additional review step for an expense report	
1	In the **Approval Queue** section of My Concur, click the name of the report that you want to view.
2	Click **Approve & Forward**.
3	In the **Approval Flow** window, click the **Search Approvers By** dropdown arrow.
4	Select the desired search option from the dropdown list.
5	In the **User-Added Approver** field, type the search criteria.
6	From the list of options displayed by the search, select the appropriate approver.
7	Click **Approve**.