

Concur Request Approval QuickStart Guide



Concur Technologies

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Request Approval - Overview

View requests

To view requests awaiting your approval:

1. Either:
 - Click **Required Approvals** in **My Tasks**.
- or -
 - Select **Approvals > Requests** (tab).
2. Select the desired request.

Approve the request

To approve a request:

1. Open the desired request.
2. Click **Approve**.

Approve the request and forward to another approver

NOTE: Depending on your company's configuration, you may be able to approve and forward a request. To do so:

1. Open the desired request.
2. Click **Approve & Forward**.

Send the request back to the user

To send the request back to the user:

1. Open the desired request.
2. Click **Send Back Request**.