

Step-by-Step Guide

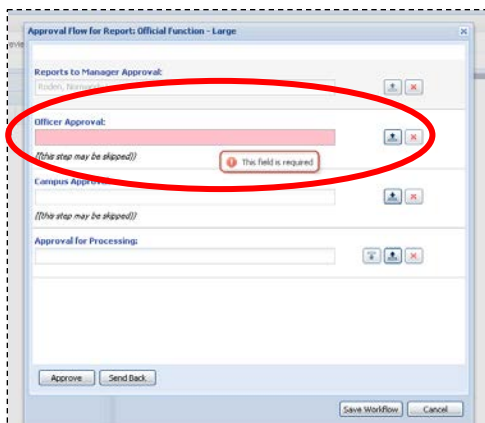
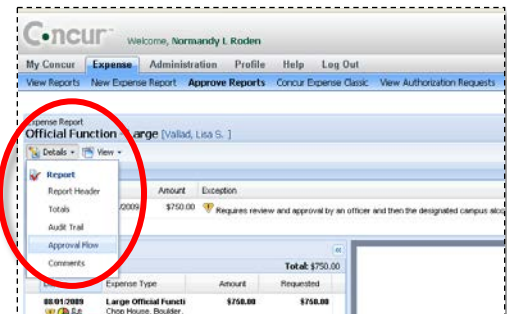
Procurement Card & Travel Reconciliation Expense Reports: Step 5 – Setting Approval Flow

The approval flow within the Concur Travel & Expense System is the record of all approval steps for an expense report. Depending on the information contained in the expense report, some approval steps might be required – such as officer or campus approval – while others might not.

If the approval flow doesn't need to be set within your expense report, go on to [Step 6 – Submitting Expense Reports](#).

The first step was to create your expense report by completing the Report Header. Then, expenses were added to your expense report and allocated. All required documentation has also been attached to your expense report. Now it is time to set the approval flow of your expense report.

To see the approval flow for your expense report, use the **Details** dropdown and select **Approval Flow**.



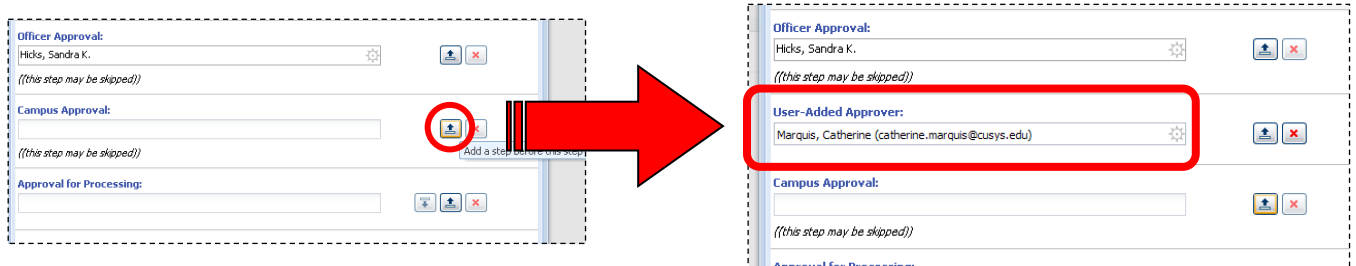
The Approval Flow window will appear. All approval levels for an expense report that are required will be displayed in red, with a warning stating that the approval level is required.

When an Officer or Campus approval is required, use the asterisk (*) to search for all available approvers. Select the appropriate approver from the resulting list.

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To add an additional approver, click the **Add a step before this step**  icon.



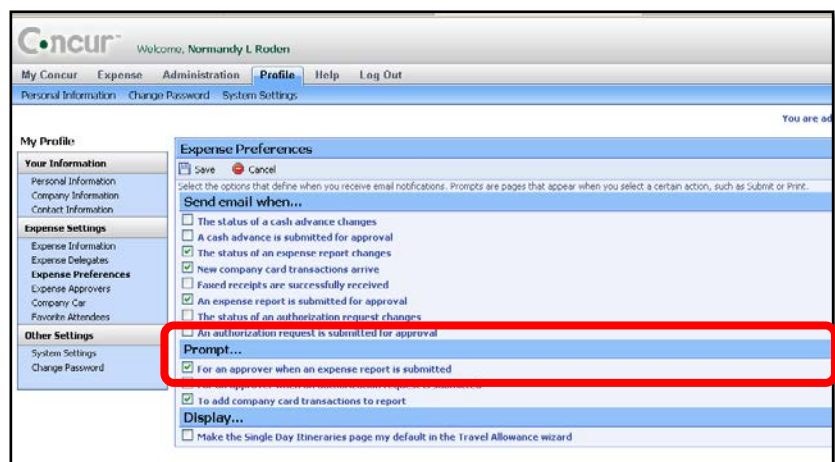
A **User-Added Approver** field will appear above the approval step where the icon was clicked. Search for this approver by last name, using the asterisk (*) if necessary.

Seeing the Approval Flow Twice?

The Approval Flow window may also appear whenever you submit your expense reports. If you would like to **not** have the Approval Flow window appear during submission, modify your expense preferences.

Navigate to **Profile → Expense Preferences**.

Under the **Prompt...** section, uncheck the box next to *For an approver when an expense report is submitted*.



This does not remove your access to the approval flow of your expense report. You can still view the approval flow by selecting Details → Approval Flow from your expense report.

Now that you have set the approval flow for your expense report, you are ready to go on to [Step 6 – Submitting Expense Reports](#).