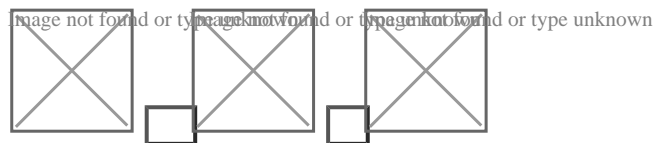


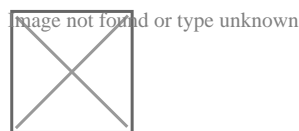
## **Concur Request: User Added Approvers** <sup>[1]</sup>

As a general user, traveler, University cardholder or delegate, you have the ability to add approvers to your Request.

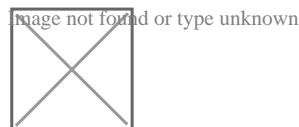
**Approvers are added by clicking the Request Details drop down link and selecting Request Timeline. Another window will pop-up. On the left side of the window, click Edit. Another window will pop-up for users to enter and select the SpeedType approver.**



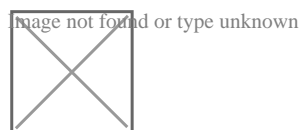
**To add a new approver, click the +Add Step link. Begin entering the approver's last name and select the appropriate approver from the filtered results.**



**Once all appropriate approvers are on the Request, to save the workflow, click the blue Save button in the lower right of the Edit Approval Flow page.**



**Click the blue Close button in the lower right of the Request Timeline page.**



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**Source URL:** <https://www.cu.edu/psc/concur-request-user-added-approvers>

### **Links**

[1] <https://www.cu.edu/psc/concur-request-user-added-approvers>