How to Forward an Expense Report Approval

1. On the Concur Dashboard page, select a pending expense approval.

2. Review expenses in the report. Remember to view receipts, expense types, and allocations.

3. To forward approval, select “Approval Flow” in the Details drop-down menu.

4. Select the “Plus Icon” to add user to forward expense approval to.

5. Add user and select “Approve.”
   Note: You can only forward expense approvals to users who are either default approvers or COA. Contact the Travel Office to update user’s rights if required.

6. Select “Accept.” The Expense Report will not be approved until the forwarded user approves the report.