

UNIVERSITY OF ALASKA FAIRBANKS

Travel Department Office of Finance & Accounting

How to Add Additional Approver(s)

1. Go into the request and select the button **Approve & Forward**. This will open up a box that will allow you to enter in another individual to approve the travel.

The screenshot shows the SAP Concur interface. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. Below these, there are options to 'Manage Requests', 'Create New', 'Process Requests', and 'Quick Search'. On the right side, there are buttons for 'Attachments', 'Print / Email', 'Send Back Request', 'Approve', and 'Approve & Forward'. The 'Approve & Forward' button is circled in red. Below the navigation, there is a table with columns 'Date/Time', 'Updated By', 'Action', and 'Description'. The table contains several rows of request history, including actions like 'Confirmation Agreement Acceptance', 'Approval Status Change', and 'Exception'.

2. Add the name of the additional individual that should approve the travel.

The screenshot shows the 'Request' form in SAP Concur. At the top, there are buttons for 'Save Workflow', 'Attachments', 'Print / Email', 'Send Back Request', and 'Approve'. Below these, there is a 'Request Header' section with tabs for 'Segments', 'Expense Summary', 'Approval Flow', and 'Audit Trail'. The main content area shows a list of approvers with their names and dates. The 'Add-Added Approver' field is circled in red. Below this field, there are sections for 'Supervisory Approval', 'International Approver', and 'Restricted Fund Cost Object Approval', each with a name field and a date field. At the bottom, there is a 'Concur Online Booking' section.

User-Added Approver:

+ ×

Search Approvers By

User-Added Approver:

+ ×

White, Amanda M. (awhite74@alaska.edu)
User ID: 31228688
Logon ID: awhite74@alaska.edu

White, Andre (awhite64@alaska.edu)
User ID: 31064756
Logon ID: awhite64@alaska.edu

White, Benjamin (bfwhite@alaska.edu)
User ID: 30640978
Logon ID: bfwhite@alaska.edu

White, Daniel M. (dmwhite@alaska.edu)
User ID: 30073658
Logon ID: dmwhite@alaska.edu

Search Approvers By

1. Repeat as needed for additional approvers.
2. This will allow the Request to be routed to the appropriate additional approver.