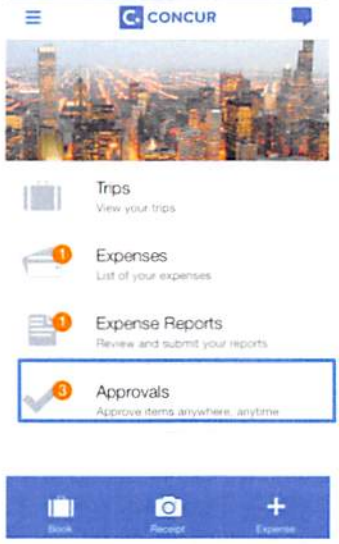
Doing expenses with Concur mobile

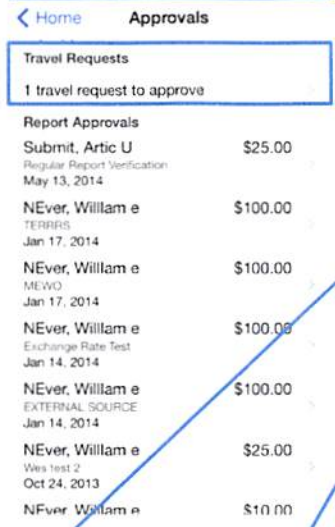
iPhone®

Approve a Travel Request

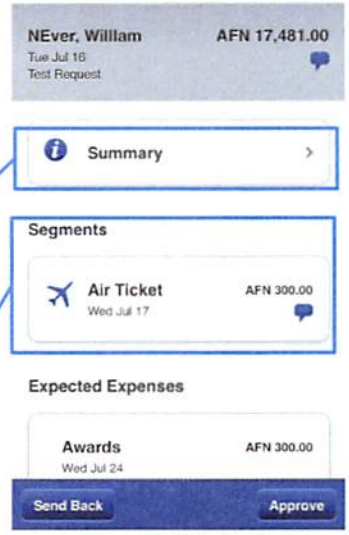
1. Select Approvals on the home screen to access the **Approvals** screen.



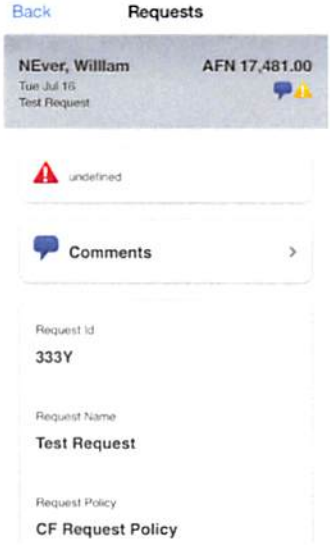
2. Open the Travel Request.



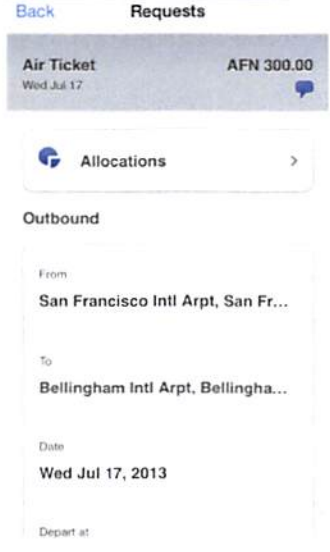
3. Review the Summary (header) and **Segments.**



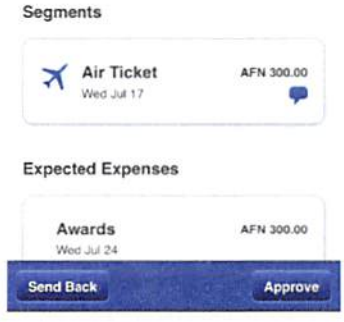
4. Summary screen



5. Segments screen



6. Select Approve or **Send Back.**
If you send the travel request back to the employee, you must provide a comment.



CONCUR

For more information on other features and functions for Concur mobile on your iPhone, CLICK HERE.

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