Doing expenses with Concur mobile

Approve a Travel Request

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

2. Open the Travel Request.

   - Travel Requests
   - I travel request to approve

   - Report Approvals
     - Submit, Aric U
     - Regular Report Verification
     - May 13, 2014
     - NEever, William e
       - Trips
       - Jan 17, 2014
       - NEever, William e
         - Trips
         - Jan 17, 2014
         - NEever, William e
           - NEever, William e
             - Exchange Rate Test
             - Jan 14, 2014
             - NEever, William e
               - ETERNAL SOURCE
               - Jan 14, 2014
               - NEever, William e
                 - NEever, William e
                   - Visa Int 2
                   - Oct 24, 2013
                   - NEever, William e
                     - DEVER, William e
                     - Visa Int 2
                     - Oct 24, 2013
                     - NEever, William e
                       - AFN 17,481.00

3. Review the Summary (header) and Segments.

   - NEever, William
   - AFN 17,481.00
   - Test Request

   - Summary

   - Segments

     - Air Ticket
       - AFN 300.00

   - Expected Expenses

     - Awards
       - AFN 300.00

4. Summary screen

   - NEever, William
   - AFN 17,481.00
   - Test Request

   - undefined

5. Segments screen

   - Air Ticket
     - AFN 300.00

   - Allocations

   - Outbound
     - From
       - San Francisco Intl Arpt, San Fr...
     - To
       - Bellingham Intl Arpt, Bellingha...
     - Date
       - Wed Jul 17, 2013
     - Depart at

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

Segments

   - Air Ticket
     - AFN 300.00

Expected Expenses

   - Awards
     - AFN 300.00

Send Back

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

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