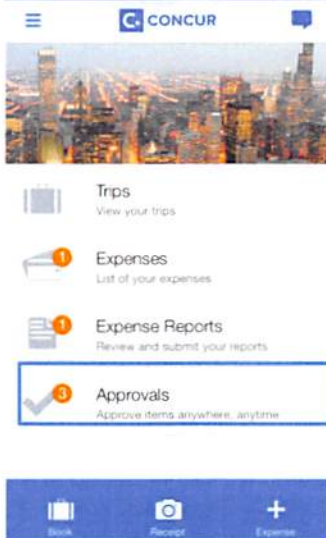


Doing expenses with Concur mobile

iPhone®

Approve a Travel Request

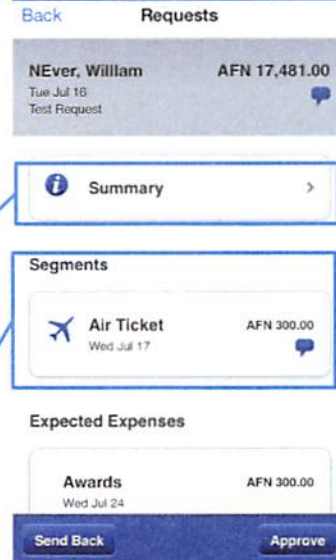
1. Select Approvals on the home screen to access the Approvals screen.



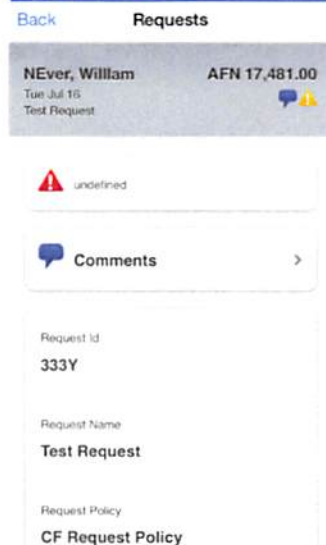
2. Open the Travel Request.



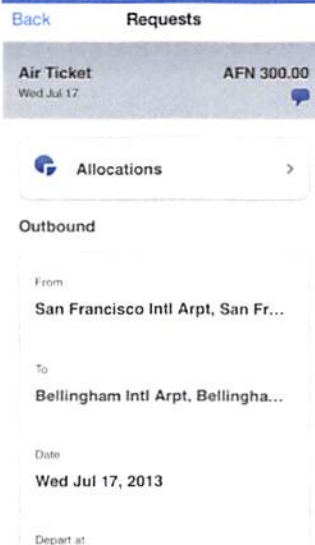
3. Review the Summary (header) and Segments.



4. Summary screen

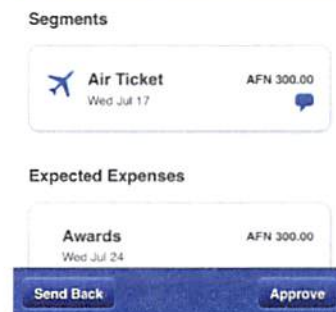


5. Segments screen



6. Select Approve or Send Back.

If you send the travel request back to the employee, you must provide a comment.



For more information on other features and functions for Concur mobile on your iPhone, [CLICK HERE](#).

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