



Request Approvals



The screenshot displays the Concur Request Center interface for Request 3376. The page title is "Request 3376" and the status is "Submitted & Pending Approval" with an amount of \$2,427.00. The request name is "Dallas to NO 4-11 to 4-15". The interface includes a navigation menu with options like "Requests", "Travel", "Expense", "Approvals", "Reporting", and "App Center". Below the navigation, there are tabs for "Request Header", "Segments", "Expense Summary", "Approval Flow", and "Audit Trail". A "Previous Comment" section shows a comment from Rebecca A. Miller dated 02/05/2015. The "Request Header" section contains fields for Request Name, Request Policy, Start Date, End Date, Comment, Purpose, Travel Group, and Index. The "Cash Advance" section is also visible.

Request 3376

Status: Submitted & Pending Approval
Amount: \$2,427.00

Request Name: Dallas to NO 4-11 to 4-15

Request Header | Segments | Expense Summary | Approval Flow | Audit Trail

Previous Comment

Creation date	Entered By	Comment Text
02/05/2015	Miller, Rebecca A.	Last years agenda attached, this years agenda not posted yet. Sharing some expenses also with Judy Ayres

Request Header

Request Name	Request Policy	Start Date
Dallas to NO 4-11 to 4-15	Collin - Request Policy	04/11/2015
End Date	Comment	Purpose
04/15/2015		Professional Development
Travel Group	Index	
Professional-Faculty/Staff	(211505) Finance and Budgeting	

Cash Advance

Previous Comment

Review all fields on the Request Header for accuracy. View all comments. Request name should have from and to information and dates of travel. Example- DFW-SFO 4/11-15/15.

The screenshot shows a web browser window displaying the CONCUR Request Center. The page title is "Request 3376". The request name is "Dallas to NO 4-11 to 4-15". The status is "Submitted & Pending Approval" and the amount is "\$2,427.00". The page includes navigation tabs for "Request Header", "Segments", "Expense Summary", "Approval Flow", and "Audit Trail". The "Expense Summary" tab is active, showing a table of previous comments. The table has columns for "Creation date", "Entered By", and "Comment Text". The first row shows a comment from Stoutley, Donna B. on 02/11/2015 with the text "DS". The second row shows a comment from Miller, Rebecca A. on 01/28/2015 with the text "995.00 Registration". An arrow points to the "995.00 Registration" comment. Below the table, the "Cash Advance Amount" is shown as "\$995.00".

Request 3376

Request Name: Dallas to NO 4-11 to 4-15

Status: Submitted & Pending Approval

Amount: \$2,427.00

Request Header Segments Expense Summary Approval Flow Audit Trail

04/15/2015 Professional Development

Travel Group Professional-Faculty/Staff Index (211505) Finance and Budgeting

Cash Advance

Previous Comment

Creation date	Entered By	Comment Text
02/11/2015	Stoutley, Donna B.	DS
01/28/2015	Miller, Rebecca A.	995.00 Registration

Cash Advance Amount

\$995.00

View the information on the cash advance. Check to see if there is a Comment with the amount and the expense type.

The screenshot shows a web browser window with the URL <https://www.concursolutions.com/Expense/Request/default.asp>. The page title is "Request Center". The navigation menu includes "CONCUR", "Requests", "Travel", "Expense", "Approvals", "Reporting", and "App Center". The user is logged in, with a profile icon and "Support | Help" link.

The main content area displays "Request 3376" with the name "Dallas to NO 4-11 to 4-15". The status is "Submitted & Pending Approval" and the total amount is "\$2,427.00". Action buttons include "Attachments", "Print / Email", "Cancel Request", and "Recall".

The "Segments" tab is active, showing an "Air Ticket" segment. The ticket is a "Round Trip" for "\$200.00".

Segment	From	To	Date	Amount
Outbound	Dallas Ft Worth Intl (Airport - DFW), Dallas, Texas	Louis Armstrong Intl (Airport - MSY), New Orleans, Louisiana	Saturday, April 11, 2015 Depart at 09:00 am	\$200.00
Return			Wednesday, April 15, 2015 Depart at 09:00 am	

Each segment has a "Comment" field. An "Allocate" button is located at the bottom right of the segment details.

Review Segments and the amount per segment.

Request Center

https://www.concursolutions.com/Expense/Request/default.asp?gateway=1&startFrom=toapprove

CONCUR Requests Travel Expense Approvals Reporting Administration Help Profile

Approvals Home Requests Reports

Request 3376 [Miller, Rebecca]

Request Name: Dallas to NO 4-11 to 4-15

Status: Submitted & Pending Approval
Amount: \$2,427.00

Attachments Print / Email Send Back Request Approve

Request Header Segments Expense Summary Approval Flow Audit Trail

Date	Expense	Amount	Requested
04/11/2015	Airfare	\$200.00	\$200.00
04/12/2015	Registration...	\$995.00	\$995.00
04/12/2015	Travel Allo...	\$284.00	\$284.00
04/12/2015	Shuttle	\$38.00	\$38.00
04/11/2015	Hotel	\$860.00	\$860.00
04/11/2015	Baggage Fee	\$50.00	\$50.00
TOTAL AMOUNT		\$2,427.00	TOTAL REQUESTED \$2,427.00

Expense Type: Registration Fee
Transaction Date: 04/12/2015
Description:
Transaction Amount: 995.00 USD
Comment:
Approved Amount: 995.00
Payee: (100132054) Ellucian Company LP
 Apply to Cash Advance

Save Allocate Cancel

Review all expenses. Travel Allowance (Meals per Diem) and mileage are estimates. If there is a cash advance for Registration the Cash Advance Box **MUST** be checked. The Payee field should also be completed with a vendor name/number or employee.

The screenshot shows the CONCUR web application interface. At the top, there's a navigation bar with 'CONCUR' logo and tabs for 'Requests', 'Travel', 'Expense', 'Approvals', and 'Reporting'. The 'Approvals' tab is active. Below the navigation, there's a breadcrumb trail: 'Approvals Home > Requests > Reports'. The main content area displays 'Request 3376 [Miller, Rebecca]'. Below this, there's a 'Request Name: Dallas to NO 4-11 to 4-15' and a summary table. The summary table has columns for 'Date', 'Expense', 'Amount', and 'Requested'. The total amount and total requested are both \$2,427.00. To the right of the summary table is a detailed form for an expense entry. The 'Expense Type' is 'Registration Fee', the 'Transaction Date' is '04/12/2015', and the 'Transaction Amount' is '995.00'. The 'Approved Amount' is also '995.00'. There are buttons for 'Attachments', 'Print / Email', 'Send Back Request', and 'Approve'. A tooltip is visible over the 'Attachments' button, showing 'View Documents in a new window' and 'Attach Documents'. At the bottom right of the form, there are 'Save', 'Allocate', and 'Cancel' buttons.

Date	Expense	Amount	Requested
04/11/2015	Airfare	\$200.00	\$200.00
04/12/2015	Registration...	\$995.00	\$995.00
04/12/2015	Travel Allo...	\$284.00	\$284.00
04/12/2015	Shuttle	\$38.00	\$38.00
04/11/2015	Hotel	\$860.00	\$860.00
04/11/2015	Baggage Fee	\$50.00	\$50.00
		TOTAL AMOUNT	TOTAL REQUESTED
		\$2,427.00	\$2,427.00

Check to see if proper documentation is attached. There must be an agenda attached. If there is Registration, the registration form needs to be attached. If COE, a justification needs to be attached.

Click the approve button or send back request if a correction needs to be made or there's missing documentation.