How to Add a Request Approver and an Expense Approver in Concur

Steps to Take

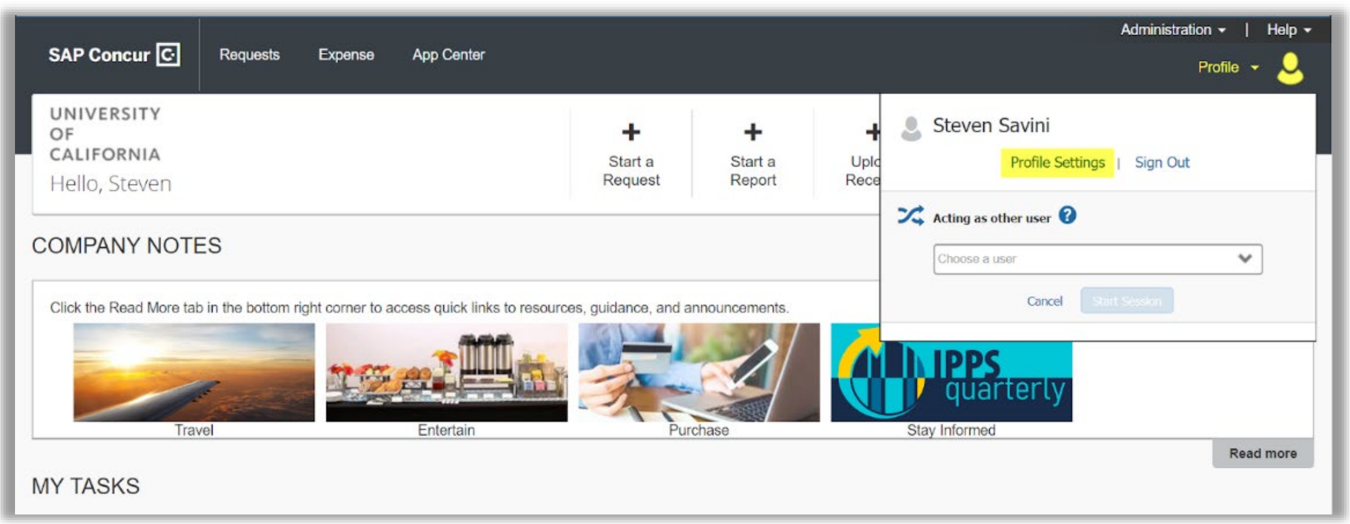
The **Request** and **Expense** modules do not share approvers, so you will need to go into each section to assign permissions to an approver in each area. Assigning permissions for both **Request** and **Expense** is essential to ensure your transactions are approved timely.

To set up a **Request Approver**, perform the following steps (which corresponds exactly the same to setting up an Expense Approver):

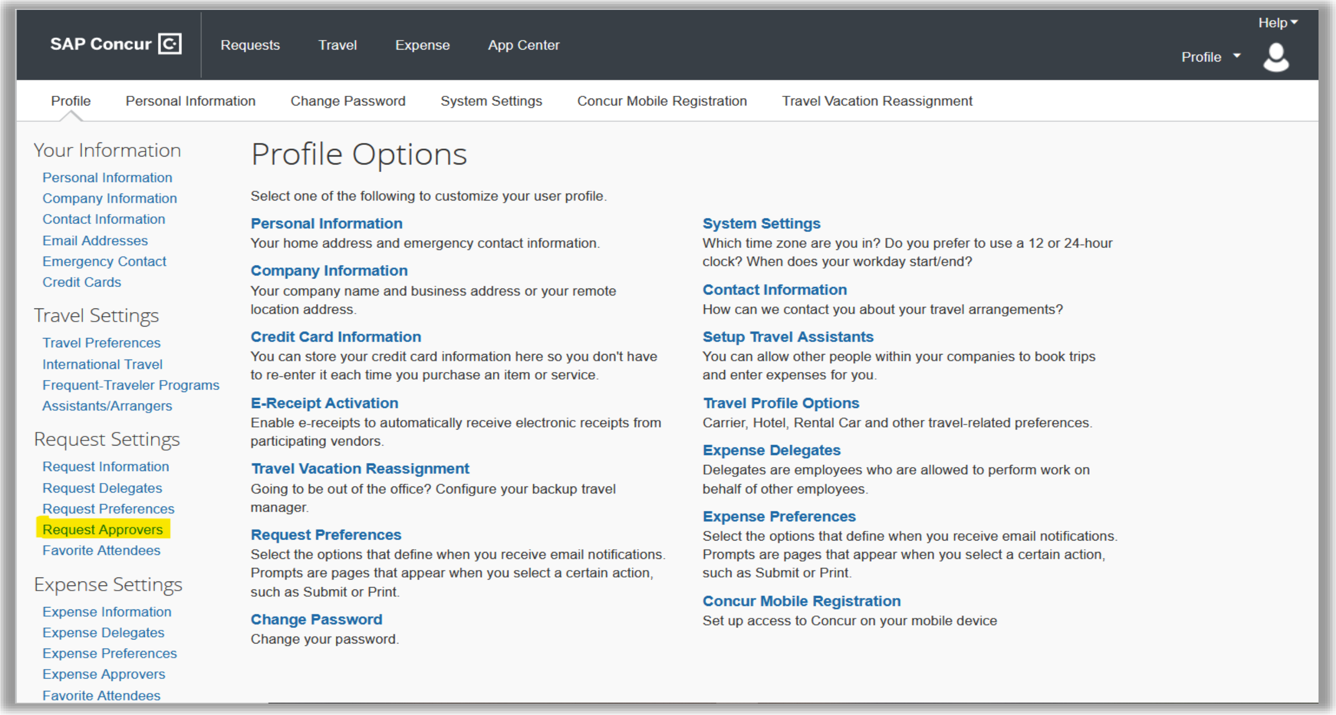
1. Log into Concur using your Single Sign-On, see the [How to Log Into Concur] KBA for more guidance on this procedure

2. Select the **Profile** Icon on the upper right of page

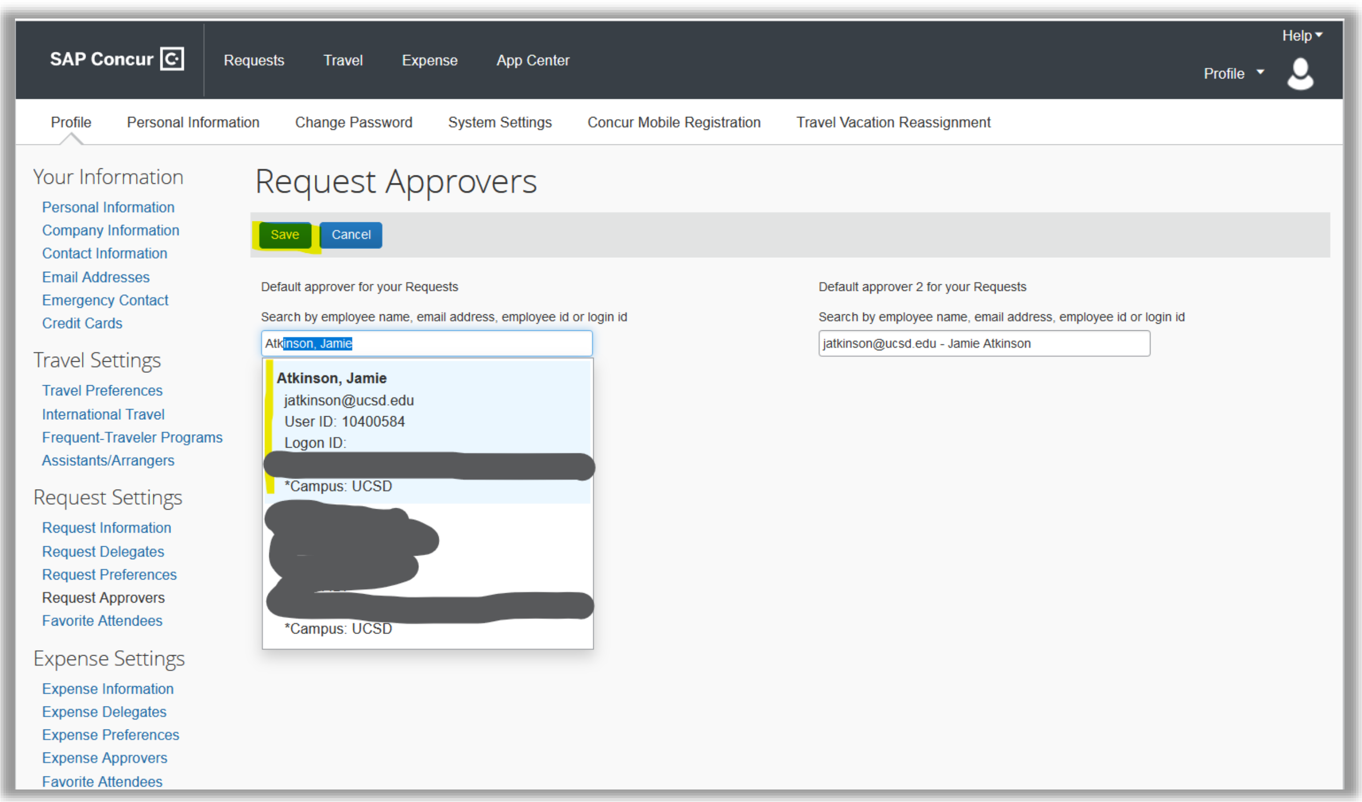
3. Select **Profile Settings**



4. In the left task pane, in **Request Settings**, select **Request Approvers**



5. In the **Request Approvers** section, in the first search field, enter the **Last, First** name of the employee who should be your Default approver for your requests, then select the employee. If your Supervisor requires you to have a second Default approver (the backup to your primary approver), you will do this same step in the second search field for the second employee.



6. Select **Save**

7. Complete the same steps in the **Expense Settings** module by selecting **Expense Approvers**. There is no need to select a Cash Advance Approver unless you will be traveling for University Business purposes.

The designated Default Approvers will now be able to approve any submitted reports and requests within the **Expense** module and **Request** module

If you still have questions or need additional assistance, please submit a ticket