

All reports will have the "One - Over Approver or PI..." and "Approval for Processing" boxes. This illustration shows two additional approvers added (Concur calls them "User-Added Approver").

Approval Flow for Report: Test - Dec. approvals

One - Over Approver or Principal Investigator (PI):

Approver, Matthew

(this step may be skipped)

This is the first approver who must have the dollar limit and budget approval authority.

User-Added Approver:

User-Added Approver:

User or approver searches for approvers by typing the last name in this box and then selecting the approver.

Approval for Processing:

User or approver can remove approvers by clicking here.

User or approver can add approvers by clicking here; additional approvers approve after the first approver approves the expense report.

Submit Report

Cancel