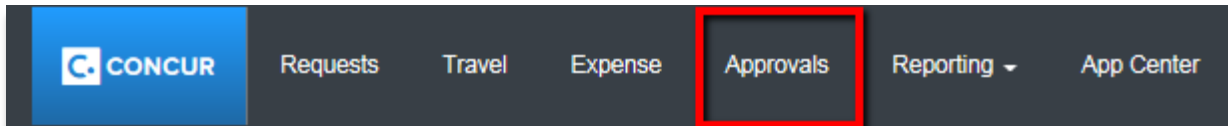


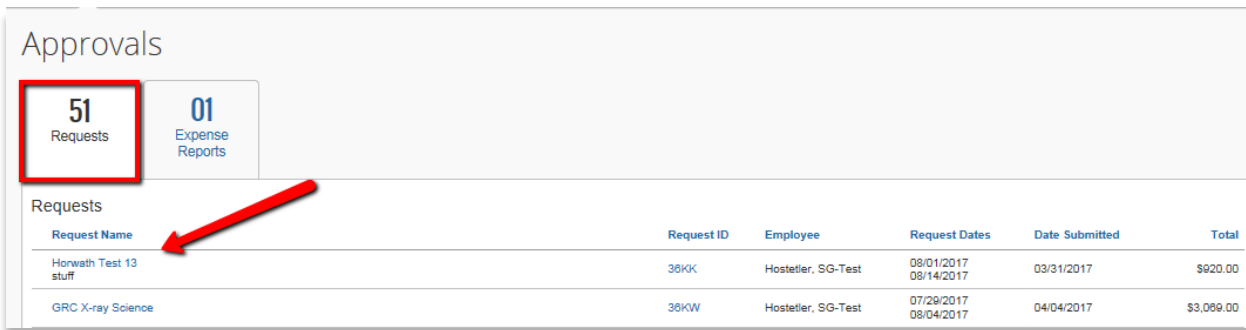
## Approving a Request

**Objective:** In this section we will go over how to approve a request as a Supervisor or a CAM

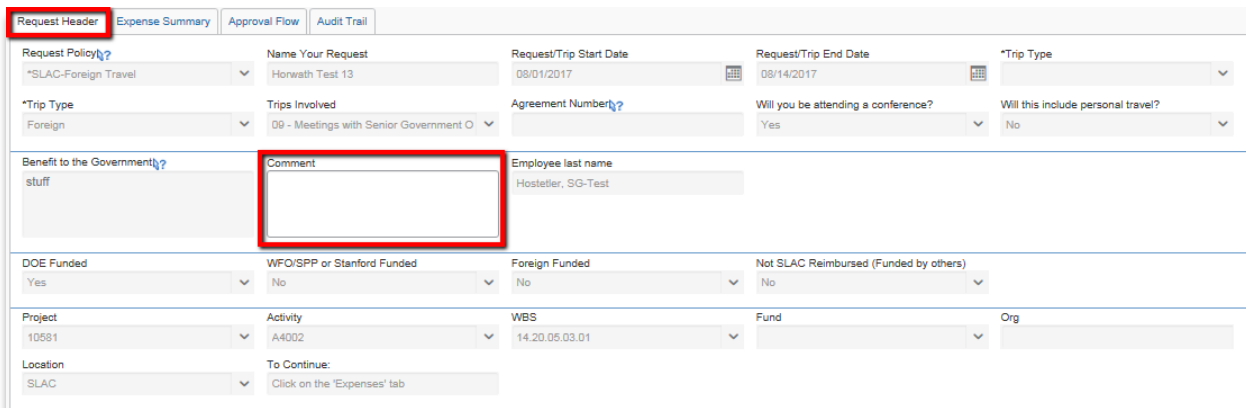
1. **Log** into Concur using the Travel @ SLAC [Website](#).
2. **Select** *Approvals* at the top of the screen.



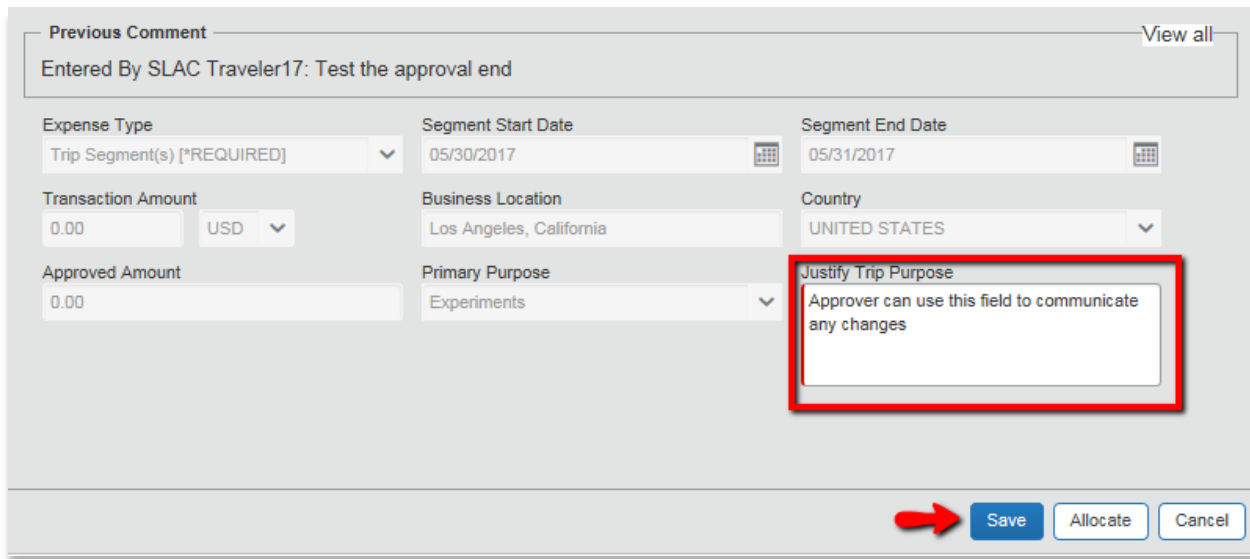
3. **Click** the *Requests* tab and then **select** the request to approve from the list.



4. You will be at the *Expense Summary* for the request. **Go** to the *Request Header* and **look over** the information. **Add** a *Comment* if desired, then return to the *Expense Summary*.




5. **Go** through each expense reviewing all the fields.
6. **Enter** your comments in the *Justify Trip Purpose* field and **click** Save when finished.

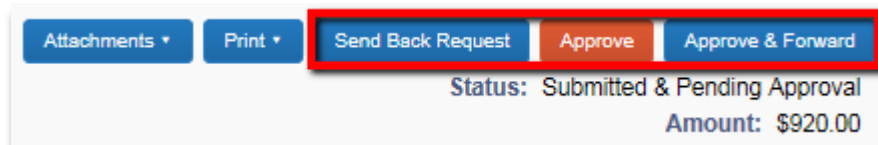


Previous Comment View all  
Entered By SLAC Traveler17: Test the approval end

Expense Type Trip Segment(s) [*REQUIRED]	Segment Start Date 05/30/2017	Segment End Date 05/31/2017
Transaction Amount 0.00 USD	Business Location Los Angeles, California	Country UNITED STATES
Approved Amount 0.00	Primary Purpose Experiments	<b>Justify Trip Purpose</b> Approver can use this field to communicate any changes

 **Save** Allocate Cancel

7. If the request is satisfactory, **select** *Approve* from the options at the top right corner of the screen. To approve and insert an additional approver **select** *Approve & Forward*. If the request needs to be changed, **select** *Send Back Request* and make sure to provide a comment back to the traveler of what needs to be corrected.



Attachments Print **Send Back Request** Approve Approve & Forward

Status: Submitted & Pending Approval  
Amount: \$920.00