

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.

	Requests	Travel	Expense	Approvals	Reporting -	App Center
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3. Click the *Requests* tab and then **select** the request to approve from the list.

Approva	ls					
51 Requests	01 Expense Reports					
Requests Request Name		Request ID	Employee	Request Dates	Date Submitted	Total
Horwath Test 13 stuff		зекк	Hostetler, SG-Test	08/01/2017 08/14/2017	03/31/2017	\$920.00
GRC X-ray Scien	nce	36KW	Hostetler, SG-Test	07/29/2017 08/04/2017	04/04/2017	\$3,069.00

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*.

Request Header Expense Summary	Appro	val Flow Audit Trail							
Request Policy		Name Your Request		Request/Trip Start Date	F	Request/Trip End Date		*Trip Type	
*SLAC-Foreign Travel	~	Honwath Test 13		08/01/2017		08/14/2017	::::		~
*Trip Type		Trips Involved		Agreement Number	٧	Will you be attending a conference?		Will this include personal travel?	
Foreign	~	09 - Meetings with Senior Government O	~			Yes	~	No	~
Benefit to the Government		Comment		Employee last name					
stuff				Hostetler, SG-Test					
DOE Funded		WFO/SPP or Stanford Funded		Foreign Funded	N	Not SLAC Reimbursed (Funded by others)			
DOE Funded Yes	~	WF0/SPP or Stanford Funded	~	Foreign Funded		Not SLAC Reimbursed (Funded by others)	~		
DOE Funded Yes Project	~	WFQ/SPP or Stanford Funded No Activity	~	Foreign Funded No ~	F	Not SLAC Reimbursed (Funded by others) No	~	Org	
DOE Funded Yes Project 10581	~	WFO/SPP or Stanford Funded No Activity A4002	~	Foreign Funded No VBS 14.20.05.03.01 V	F	Not SLAC Reimbursed (Funded by others) No	*	Org	
DOE Funded Yes Project 10581 Locstion	~	WFO/SPP or Stanford Funded No Activity A4002 To Continue:	~	Foreign Funded No VBS 14.20.05.03.01 V	F	Not SLAC Reimbursed (Funded by others) No	*	Org	
DOE Funded Yes Project 10581 Location SLAC	~	WFO/SPP or Stanford Funded No Activity A4002 To Continue: Click on the "Expenses' tab	~	Foreign Funded No VBS 14.20.05.03.01	F	Not SLAC Reimbursed (Funded by others) No	*	Org	



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

Expense Type		Segment Start Date	Segment End Date			
Trip Segment(s) [*REQUIRED]	~	05/30/2017		05/31/2017		
ransaction Amount		Business Location		Country		
0.00 USD 🗸		Los Angeles, California		UNITED STATES	~	
pproved Amount		Primary Purpose		Justify Trip Purpose		
0.00		Experiments	~	Approver can use this field to com any changes	nmunicate	

7. If the request is satisfactory, select Approve from the options at the top right corner of the screen. To approve and insert and 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.

