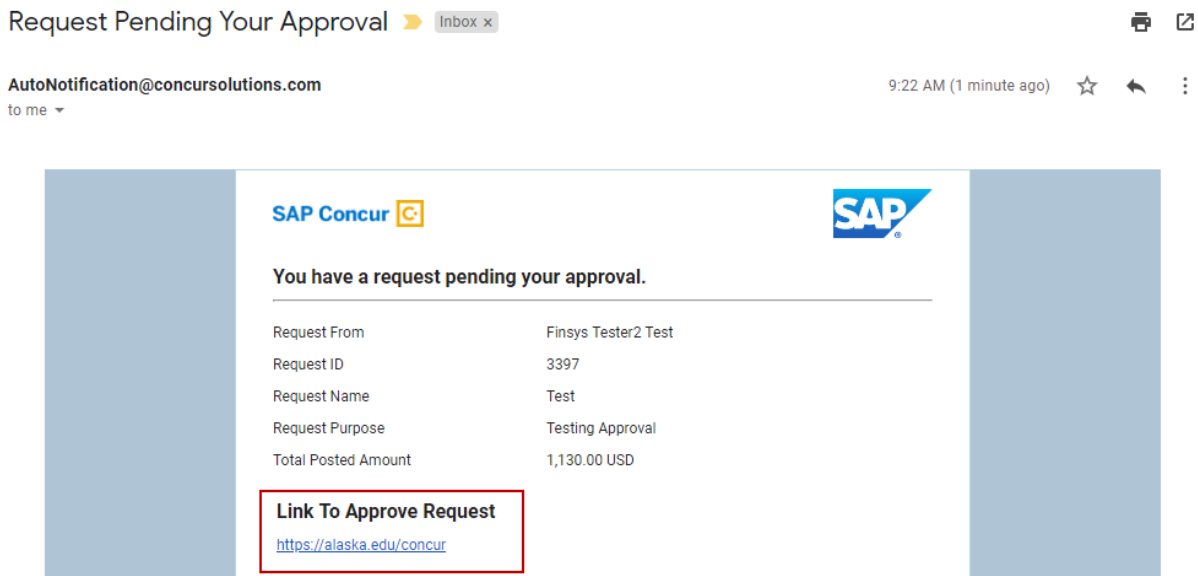


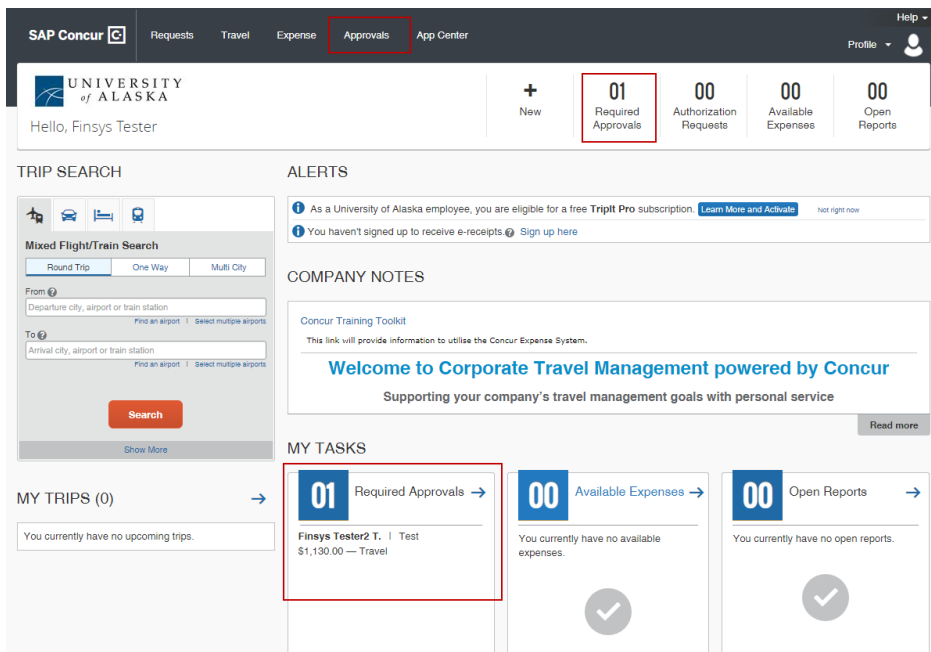
Approver Quick Guide

You will receive an email notifying you a report/request is pending your approval. Click on the link provided and use your UA username and password (SSO) credentials to log in to Concur:



After logging in, access the report/request from:

- the menu, click **Approvals** - or -
- the home page, in the **My Tasks** section, click the **Required Approvals** header





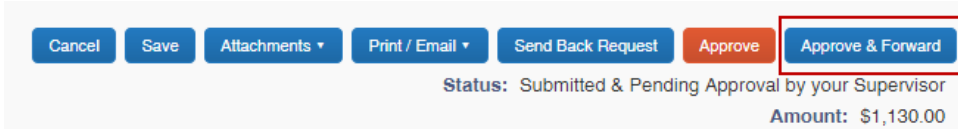
Approver Quick Guide

As an approver, you can review the report and then:


- Approve an expense report "as is"
- Attach additional receipt images or documentation
- Send back to the traveler to modify and resubmit
- Adjust the amount of one or more expenses to comply with UA Regulation and then approve the expense report for the lowered amount
- Access the approval

Adding an additional approver:

- Click **Approve & Forward** button



- or -

- Select the **Approval Flow** tab and use the  icon to add an approver to the workflow

Setting up a delegate to approve on your behalf:

- **Can Approve** – use this option to set a backup that can always approve on your behalf (no time limit).
- **Can Approve Temporary** – use this option to set a time period for someone to approve on your behalf.
- Before giving an individual this type of delegate access please ensure that this individual has the authority to approve on your behalf.
- **Can Preview For Approver** – use this option to set up a delegate to preview the report/request before you approve. This delegate cannot approve the report/request – instead, the delegate's task is to ensure that the report/request is ready for you as the approver to review and approve. With this option you have the option to wait until the preview delegate has selected Notify Approver, which will generate an email to you, or you can approve the report/request without this delegate's review.

Delegates Delegate For

Delegates are employees who are allowed to perform work on behalf of other employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/> Name	Can Prepare	Can Book Travel	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/> Test, Default Approver approver@alaska.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>