

## How to Add Approvers to the Approval Flow

When creating a Travel Request in MSU's Concur system, Michigan State University employees can add Approvers to the Approval Flow.

You will start at the [Concur Homepage](#). After creating your request, open the [Request Module](#) by selecting **Requests**.

The screenshot shows the SAP Concur interface. At the top, the navigation bar includes 'SAP Concur', 'Requests' (highlighted with a red box and a hand cursor), 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Profile' and 'Help'. Below the navigation bar, the Michigan State University logo is displayed. The main dashboard area contains several widgets: a 'TRIP SEARCH' section with a 'Mixed Flight/Train Search' form, a 'COMPANY NOTES' section with a 'Concur Request Upgrade' notice, and a 'MY TASKS' section with three task cards: '01 Required Approvals' (with a right arrow), '00 Available Expenses' (with a right arrow), and '00 Open Reports' (with a right arrow). A red box highlights the 'Requests' menu item in the navigation bar.

On the **Manage Requests** screen, click on the **Request** you would like to add an Approver to.

The screenshot shows the SAP Concur 'Manage Requests' screen. The navigation bar is the same as in the previous screenshot. The main content area is titled 'Manage Requests' (highlighted with a red box) and 'REQUEST LIBRARY'. Below this, there are several request cards. The first two are 'Create New Request' and 'Create New Event Request'. The third is a 'SUBMITTED' request for 'Non employee student test' with a value of \$699.00. The fourth is a 'NOT SUBMITTED' request for 'Create Request' with a value of \$2,155.50, which is highlighted with a red box and a hand cursor. The 'NOT SUBMITTED' status is also highlighted with a red box.

On the **Request** screen, select **Request Details** pull down menu and then click on **Request Timeline**.

SAP Concur Requests Travel Expense Approvals Reporting App Center Profile Help

Manage Requests

Create Request \$2,155.50 Copy Request Submit Request

Not Submitted | Request ID: AJXJ (Event ID: AJWV)

Request Details Print/Share Attachments

Request EXPENSES Edit Delete Allocate

**Request Timeline**

Audit Trail Details Date Amount Requested

Linked Add-ons

Add Cash Advance

		Date	Amount	Requested	
<input type="checkbox"/>	Travel Reservation	Nashville, Tennessee	09/19/2022	\$600.00	\$600.00
<input type="checkbox"/>	Daily Meal Per Diem Allowance	Nashville, Tennessee	09/19/2022	\$355.50	\$355.50

Once you are on the **Request Timeline** page, select **Edit**.

**Request Timeline**

Create Request | \$2,155.50

Approval Flow Edit

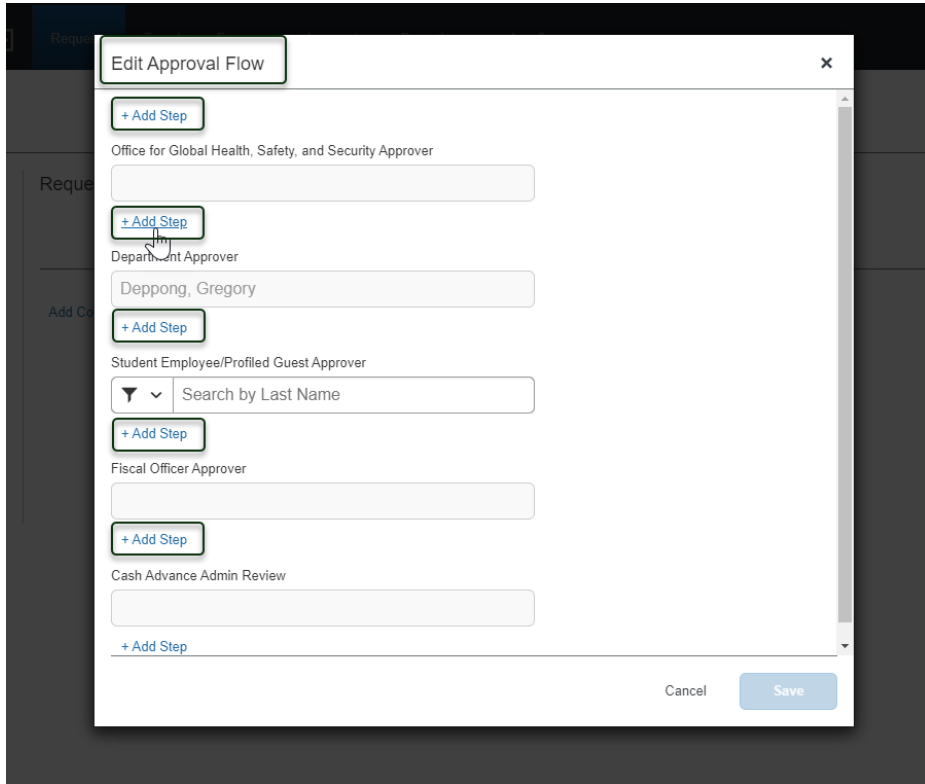
- Office for Global Health, Safety, and Security Approver
- Department Approver  
Deppong, Gregory J.
- Student Employee/Profiled Guest Approver
- Fiscal Officer Approver
- Cash Advance Admin Review

Request Summary

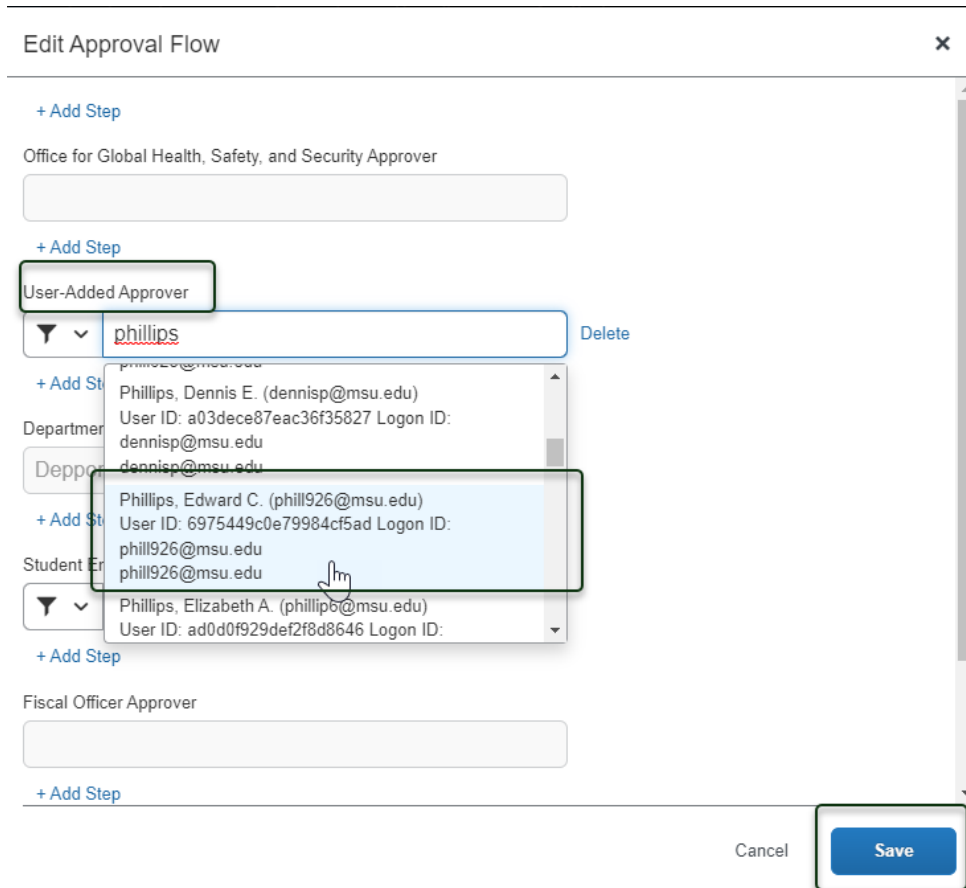
**No Summary.**  
This request has not been submitted

[Add Comment](#)

On the Edit Approval Flow screen, select **Add Step** in the Approval Flow where you would like to add an **Approver**.



In the **User-Added Approver** field, start typing the name of the Approver you want to be added into the Approval Flow. Select the Approver's name from the pulldown menu and select **Save**.

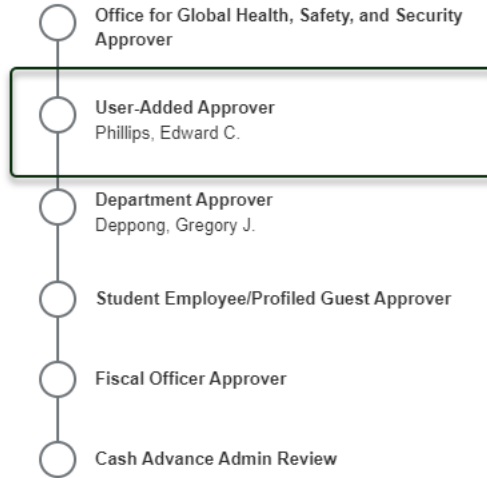


The added Approver is now visible in the Approval Flow.

Request Timeline

Create Request | \$2,155.50

Approval Flow [Edit](#)



If your department or business unit requires a comment when adding an approver, select **Add Comment**, enter the department or unit required information and click **Save**.

Request Timeline

Create Request | \$2,155.50



Approval Flow [Edit](#)

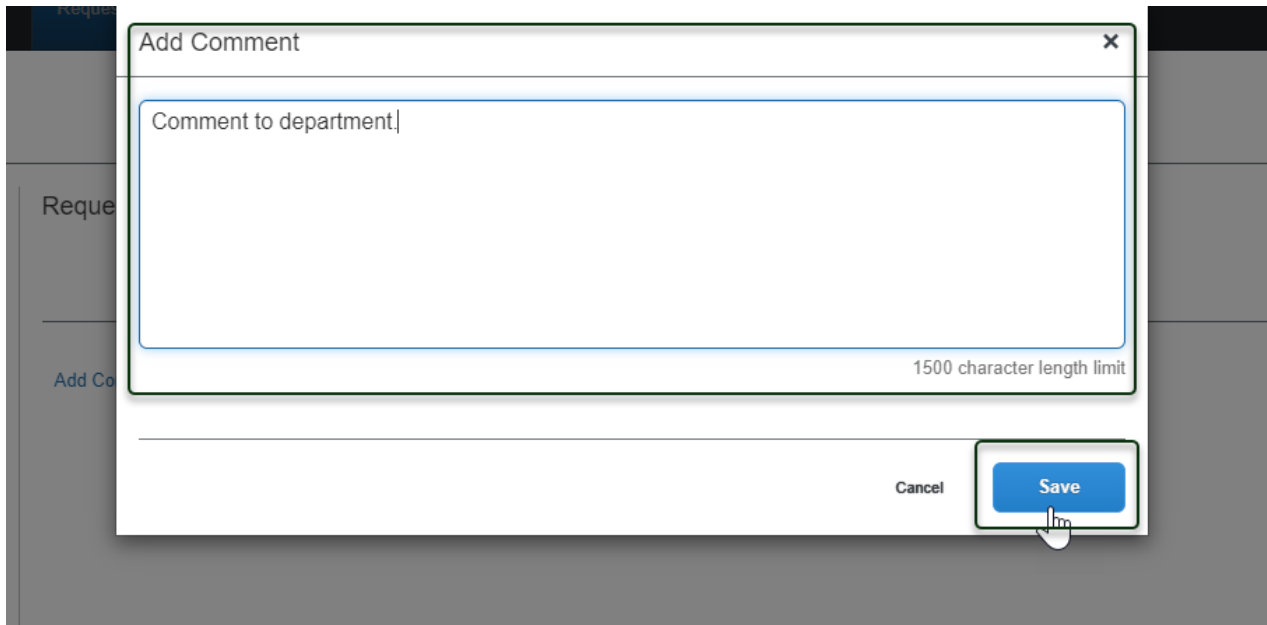


Request Summary

**No Summary.**  
This request has not been submitted

[Add Comment](#)

Close



You will now see your **Comment** that you added, as well as the **User-Added Approver**. Select **Close**.

Request Timeline x

Create Request | \$2,155.50

---

Approval Flow [Edit](#)

- Office for Global Health, Safety, and Security Approver
- User-Added Approver Phillips, Edward C.**
- Department Approver Deppong, Gregory J.
- Student Employee/Profiled Guest Approver
- Fiscal Officer Approver
- Cash Advance Admin Review

Request Summary

Request Comment  
Sellers, Kimberly 09/14/2022  
Comment to department.

[Add Comment](#)

Once your request is completed click on **Submit Request**. Your Request will now route the Approvers in the Approval Flow

[Close](#)

Manage Requests

Create Request \$2,155.50 

Not Submitted | Request ID: AJXJ (Event ID: AJWW)

[Copy Request](#)

[Submit Request](#)

[Request Details](#) [Print/Share](#) [Attachments](#)