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.

1. Start at the **Concur Homepage**. After your Request is created, open the Request Module by selecting **Requests**.
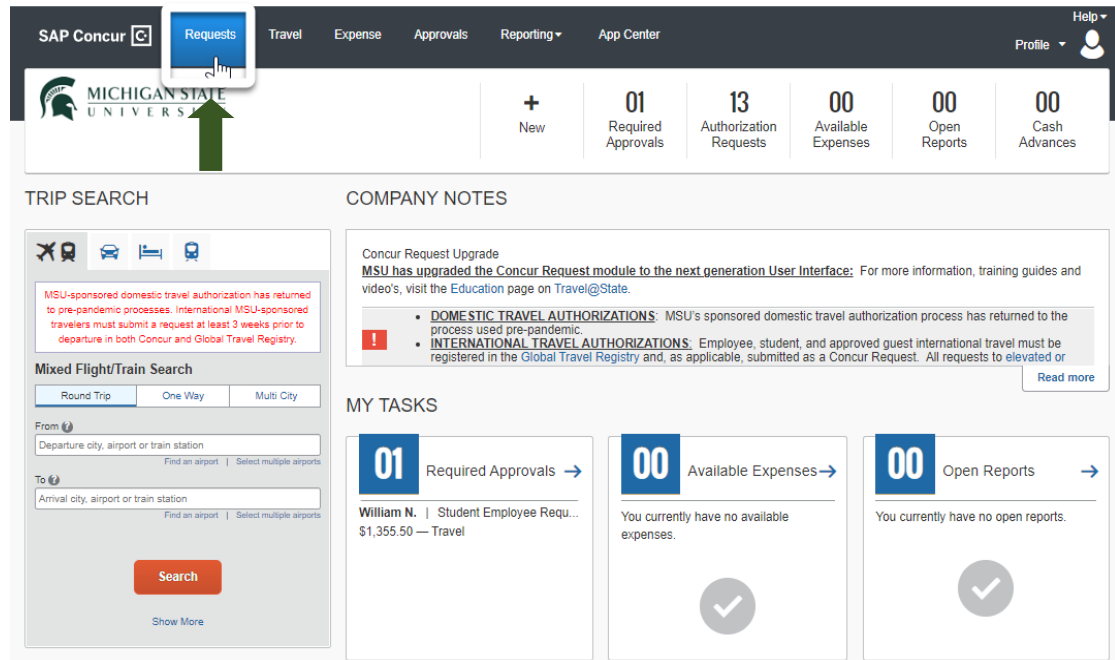

Exhibit 1

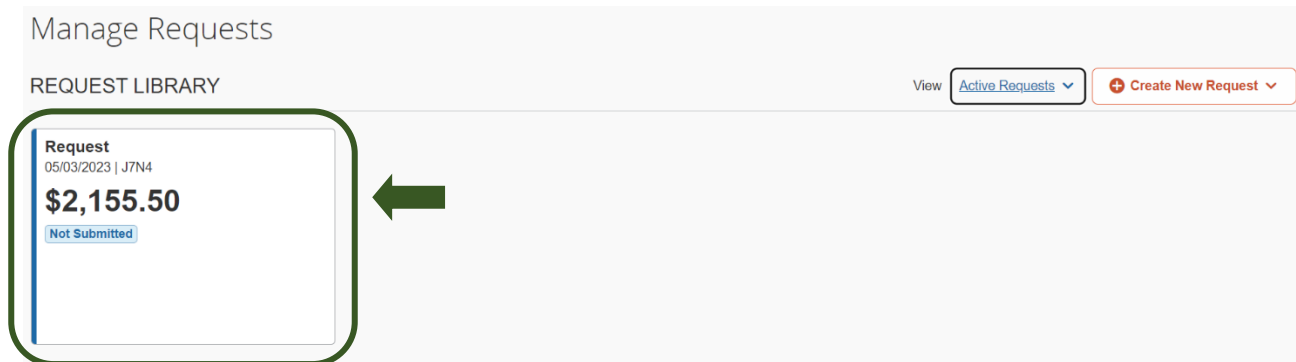2. On the Manage Requests screen, select the Request you would like to add an Approver to.

Exhibit 2

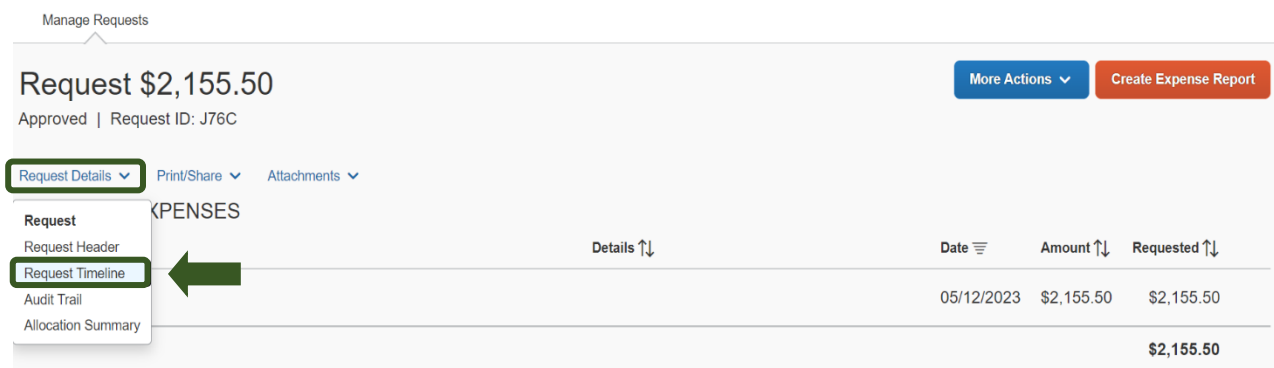3. On the Request screen, select the **Request Details** pull down menu >**Request Timeline**.

Exhibit 3

TRAVEL@STATE

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

Request Timeline

Request | $2,155.50

Approval Flow   Edit   Request Summary

○ Office for Global Health, Safety, and Security Approver

Add Comment

○ Department Approver
Lee, Lynn S.

○ Student Employee/Profiled Guest Approver

○ Fiscal Officer Approver

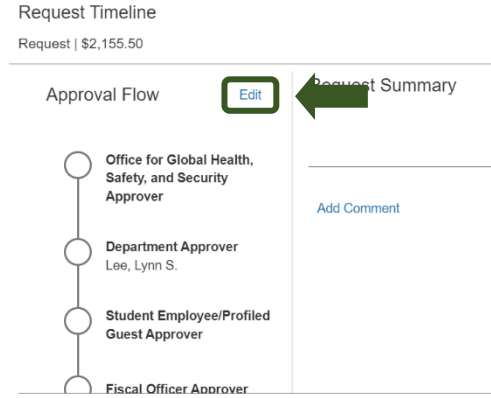*Exhibit 4*

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

Edit Approval Flow   ✕

+ Add Step

Office for Global Health, Safety, and Security Approver

+ Add Step

Department Approver

Deppong, Gregory

+ Add Step

Student Employee/Profiled Guest Approver

▼ ∨ Search by Last Name

+ Add Step

Fiscal Officer Approver

+ Add Step

Cash Advance Admin Review
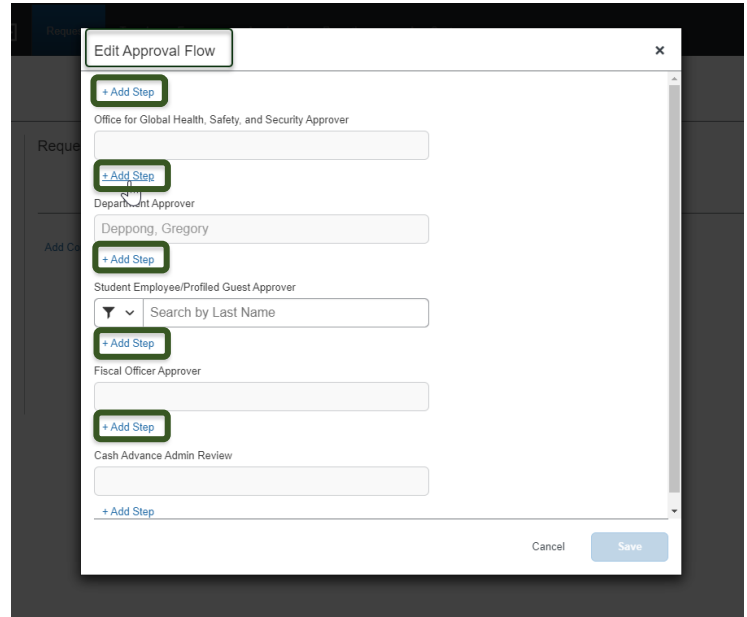
+ Add Step

Cancel   Save

Exhibit 5

6. In the User-Added Approver field, enter the name of the Approver you want to be added into the Approval Flow. Select the Approvers Name from the pull down menu >**Save**.

Edit Approval Flow   ✕

+ Add Step

Office for Global Health, Safety, and Security Approver

+ Add Step

User-Added Approver

▼ ∨ phillips   Delete

phill926@msu.edu
Phillips, Dennis E. (dennisp@msu.edu)
User ID: a03dece87eac36f35827 Logon ID:
dennisp@msu.edu
dennisp@msu.edu

Phillips, Edward C. (phill926@msu.edu)
User ID: 6975449c0e79984cf5ad Logon ID:
phill926@msu.edu
phill926@msu.edu

Phillips, Elizabeth A. (phillip6@msu.edu)
User ID: ad0d0f929def2f8d8646 Logon ID:

+ Add Step

Fiscal Officer Approver

+ Add Step

Cancel   Save

Exhibit 6

7. The added Approver is now visible in the Approval Flow.

Request Timeline

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
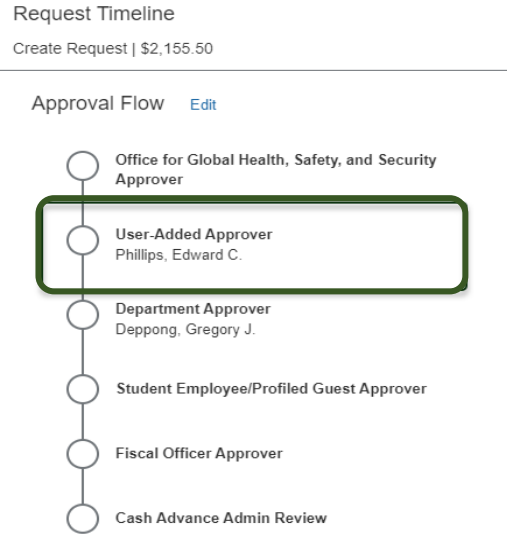- Cash Advance Admin Review

Exhibit 7

8. 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**.

Approval Flow   Edit

Request Summary

- Office for Global Health, Safety, and Security Approver
- Department Approver
  Lee, Lynn S.
- Student Employee/Profiled Guest Approver
- Fiscal Officer Approver

Add Comment

Exhibit 8

Add Comment   ✕

Comment to department|

1500 character length limit

Cancel   **Save**

Exhibit 9

Request Timeline
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

Close

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

Exhibit 10

10. Once your request is completed, select **Submit Request**. Your Request will now route the Approvers in the Approval Flow.

Request $2,155.50 🗑
Not Submitted | Request ID: J7N4

More Actions ⌄   Submit Request

Request Details ⌄   Print/Share ⌄   Attachments ⌄

EXPECTED EXPENSES

Add   Edit   Delete   Allocate

Exhibit 11