

How do you add another expense approver in Concur, along with who we already have for our department?

The budget approver can go into Details > Approval Flow and then they can add before or after certain approvers. See first screenshot below. The supervisor or the other approvers can click “Approve and Forward” and that will approve the expense report and that person has the option of sending it to whoever they choose.

Approval Flow for Report: [REDACTED] 2019 ✕

Budget Approval:
(12/06/2019 Approved) ⊕ ✕

▲ [REDACTED]

[REDACTED] ⊕ ✕

(12/06/2019 Approved)

→ Approved and in Accounting Review:

Supervisor Approval:
 ⊕ ⊕ ✕

(this step may be skipped)

Approve Send Back

Save Workflow Cancel