University of Houston Concur Instructions
Approving a Travel Request

Step 1: In the header menu, click on “Required Approvals”. Concur will display the documents that require your approval. Click on “Requests” and select a particular Travel Request to review/approve.

Once opened, you can either Approve the Travel Request or click on More Actions and select what is needed.
Another option: You can simply select a particular Travel Request under the “My Tasks” section.

Step 3: If the next person in workflow is blank, it means there is more than one person who can approve at that level and you need to select one. Enter * (an asterisk) in the blank field to generate a list of approvers and select the appropriate person.
Step 4: Click on “Approve” to approve or “Send Back Request” to send it back to the traveler/delegate.

If the Request is sent back to the traveler, enter a comment in the Comments box.

Note: If an additional approval is needed (e.g., VP for Research), click “Approve and Forward” and select the additional approver. The Request will be sent to that approver. When they approve, the Request will be sent to the next approver in workflow.
Example: Foreign travel for a faculty member that is paid on Division of Research funds requires Research VP approval, in addition to the Provost.