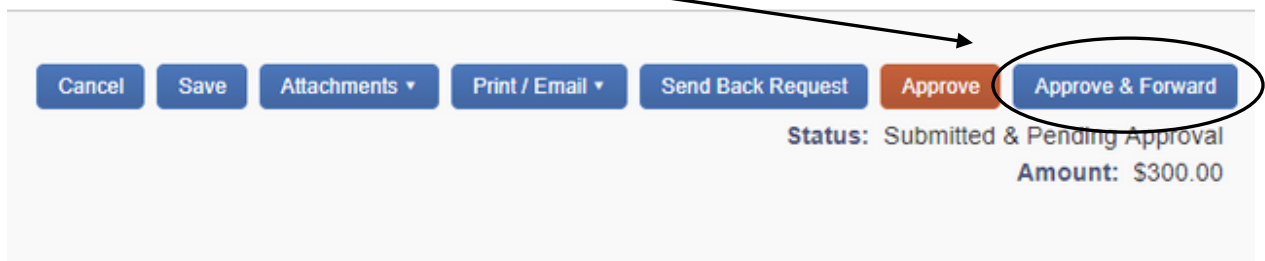


During the current travel freeze, essential travel will need to be forwarded to the Provost/Vice Chancellor/Community Campus Director for approval after the traveler's Supervisor, Cost Object Approver, or other department approvers.

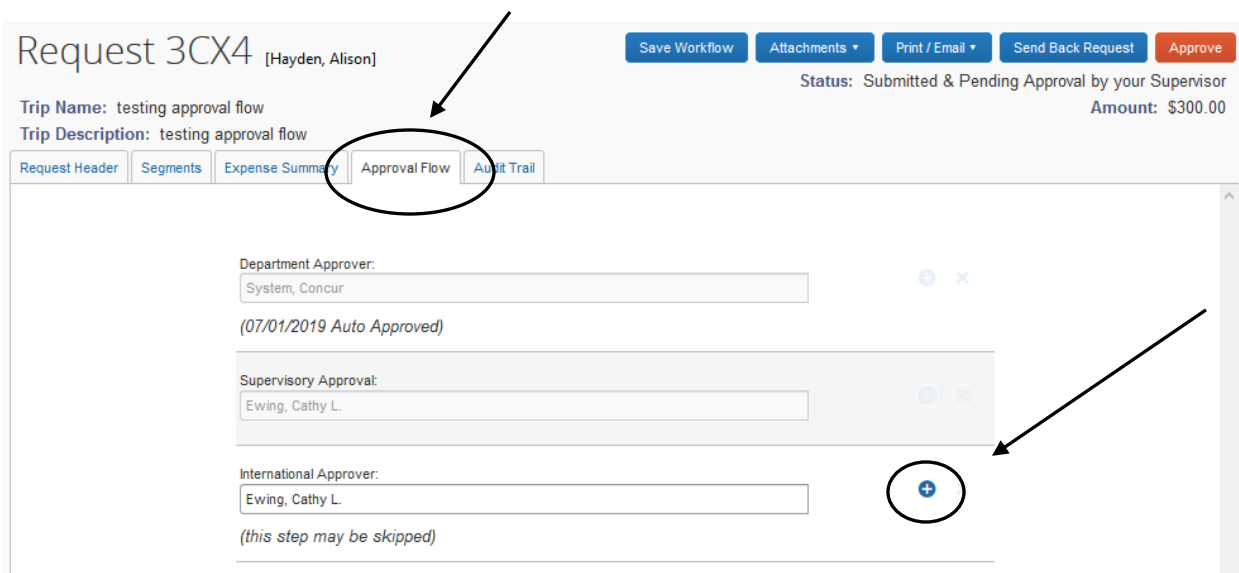
Travel that is not approved by the Provost/Vice Chancellor/Campus Director will not be reimbursed.

The following steps can be used to forward the Request to the Provost/Vice Chancellor/Campus Director

- 1) The supervisor, department approver, and User Added Approver will have the option to Approve & Forward the Request.



- 2) If the Approve & Forward button is not available, go directly to the Approval Flow tab and select the first available plus symbol to add the User Added Approver Field. Note that Cost Object Approvers will not have the Approve & Forward button.



- 3) The approver should enter the Provost/Vice Chancellor/Community Campus Director's name, email address or employee ID in the User-Added Approver field.

Trip Description: testing approval flow

Request Header Segments Expense Summary Approval Flow Audit Trail

Department Approver:
System, Concur + x
(07/01/2019 Auto Approved)

Supervisory Approval:
Ewing, Cathy L. + x

User-Added Approver:
 + x

International Approver:
Ewing, Cathy L. + x
(this step may be skipped)

Restricted Fund Cost Object Approval:
 + x
(this step may be skipped)

Concur Online Booking:
 + + x
(this step may be skipped)

- 4) If the travel request is not approved, select the Send Back Request button.

Cancel Save Attachments Print / Email Send Back Request Approve Approve & Forward

Status: Submitted & Pending Approval
Amount: \$300.00

- 5) A comment is required in the confirmation popup before hitting ok:

The screenshot shows a 'Send Back Request' dialog box. At the top, it has a title bar with a close button (X). Below the title is a 'Comment History' section with a table. The table has three columns: 'Creation date', 'Entered By', and 'Comment Text'. There is one row of data. Below the table, there is a text area for adding a comment, with a red border indicating it is required. At the bottom right, there are 'OK' and 'Cancel' buttons.

Creation date	Entered By	Comment Text
07/01/2019	Hayden, Alison B.	not going to book airfare

Add a comment to explain why you are returning the request. Then click OK to return the request to the employee.

Comment

OK Cancel

- 6) The reason for the return will be visible to the traveler in an email and it will be associated with the returned request in Concur:

The screenshot shows an email notification from SAP Concur. The header includes the SAP Concur logo and the SAP logo. The main body of the email states: 'Your travel request listed below has changed status.' Below this, there is a table with details about the request. The table has two columns: 'Field' and 'Value'. The fields include 'Changed By', 'Request ID', 'Request Name', 'Request Date', 'Submit Date', 'Amount Approved', 'Approval Status Set To', and 'Approver's Comments'. The values are: 'Justine Leilani Nelson', '3CX4', 'testing approval flow', '07/02/2019', '07/02/2019', '300.00 USD', 'Sent Back to User', and 'Do not approve, sending back request to user'.

SAP Concur

SAP

Your travel request listed below has changed status.

Changed By	Justine Leilani Nelson
Request ID	3CX4
Request Name	testing approval flow
Request Date	07/02/2019
Submit Date	07/02/2019
Amount Approved	300.00 USD
Approval Status Set To	Sent Back to User
Approver's Comments	Do not approve, sending back request to user

View ▾

Request Name ▾

Begins With ▾

Go

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates ▾	Date Submitted
<input type="checkbox"/>	<div>🔁</div> testing approval flow testing approval flow	3CX4	Sent Back to User - Nelson, Justine L. <div>Comment: Do not approve, sending back request to user</div>	07/15/2019 07/17/2019	07/01/2019