



Otter Travel Desk
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Travel Request-
Approval Process
Guide

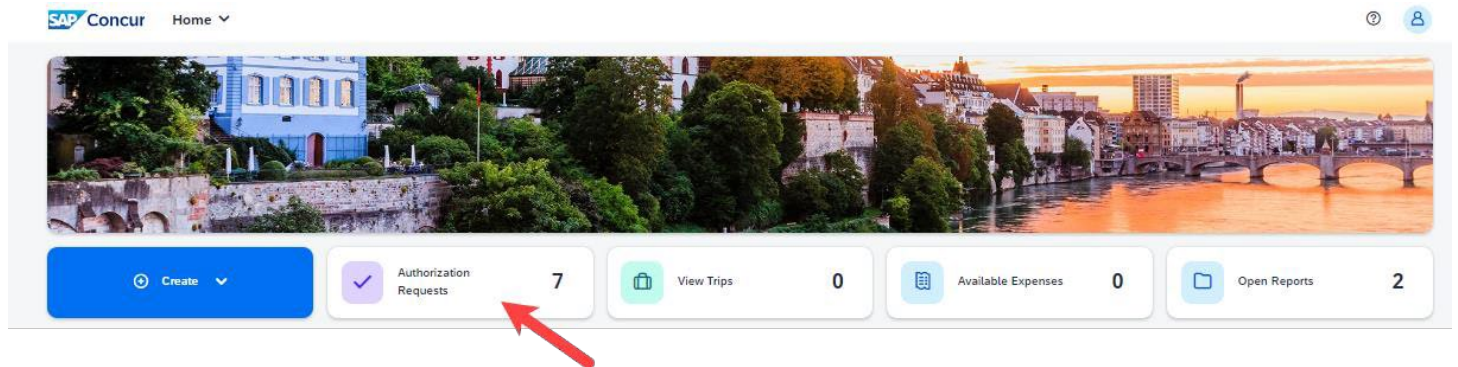
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January 02, 2025

APPROVING A TRAVEL REQUEST 2

Approving a Travel Request

The approver will see requests awaiting approval under Authorization Requests on the Concur home page. Trip elements cannot be booked until approval occurs.



1. Select the Request you wish to approve by selecting the **Request Name**.
2. Review the **Request Header** and the **Expense Summary** tabs. Things to consider:
 - a. Review destination and see if high hazard destinations are noted.
 - b. Take note of any personal days and consider that estimated costs are prorated accordingly (i.e. daily meal allowances, incidentals, etc.).
 - c. Review attachments to obtain further information about purpose of trip.
 - d. Review all expenses for reasonableness and completeness.
3. There are three approval options:
 - a. **Approve** – approve the Request
 - b. **Approve & Forward** – Approve and Forward the Request for additional approval. In the User-Added Approver box, type in the last name of the approver and select from the dropdown box. You can only select users who are already designated as approvers in the system.
 - c. **Send Back Request** – Return the Request to the traveler. Use the Comment field in the Send Back Report window to explain the reason the report is being returned, then select OK.

Once Travel Requests have been acted on by the approver, notification regarding the status will be sent to the traveler (and delegate if opted into notifications) and the status will be noted on the traveler's **Manage Requests** page.

