

USA

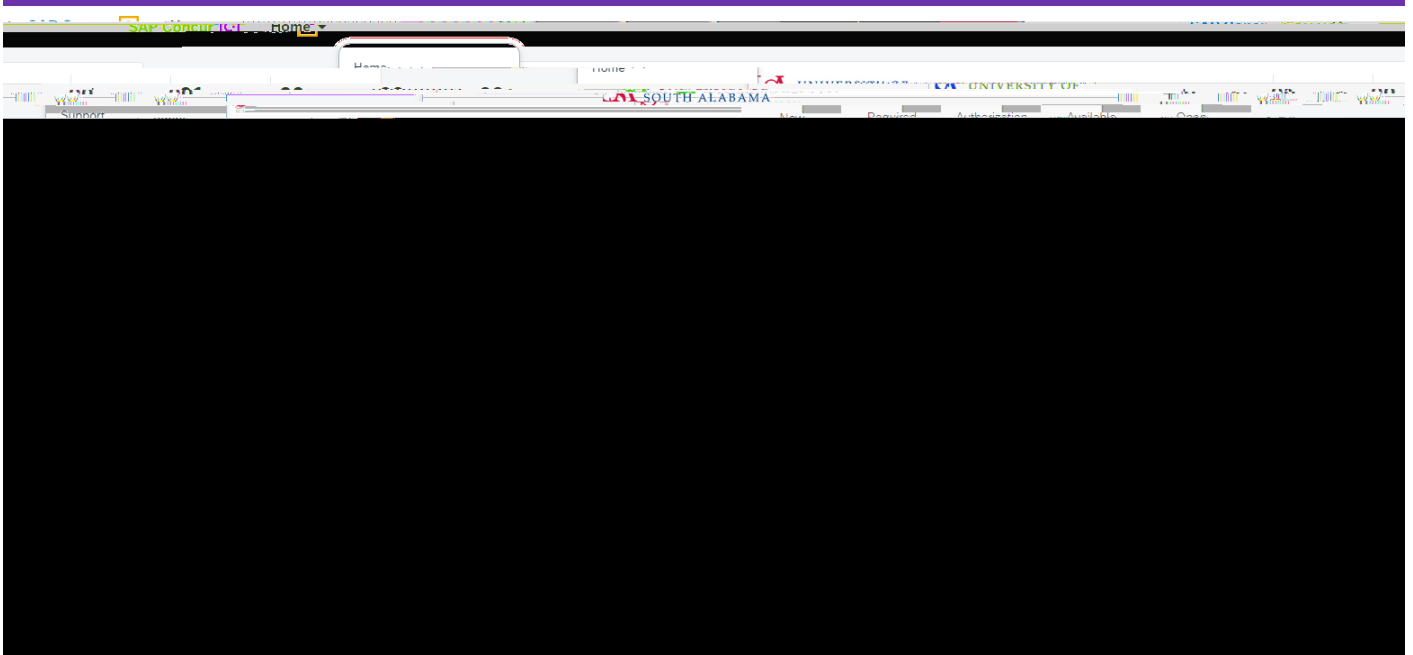


CONSTITUTIONAL

## Procurement Card and Travel Services

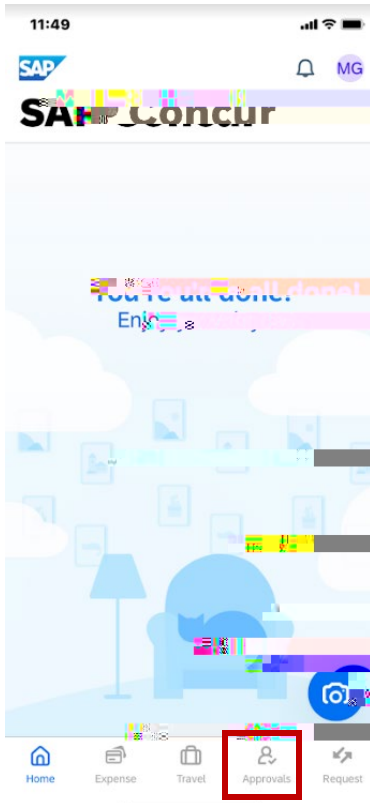
[https://www.sow6.2185646 cm/1 Tw 11.04\(w\) .04\(w\) .04\(w\) 1/2 \(564.12 @la-4 @0.44 @ 0.324I 1/2 \(5ela-. \(a\)](https://www.sow6.2185646 cm/1 Tw 11.04(w) .04(w) .04(w) 1/2 (564.12 @la-4 @0.44 @ 0.324I 1/2 (5ela-. (a))

1. Log into Concur via desktop or mobile app. The following steps are for the desktop while the steps for the mobile app are listed under “How to approve reports using the Concur mobile app”.
2. After you log in you will have three options to access the reports you need to approve. Two will be listed as **Required Approvals** while the third is the **Approvals** option under the Home drop down. Click either of these options to access the reports needing your approval.

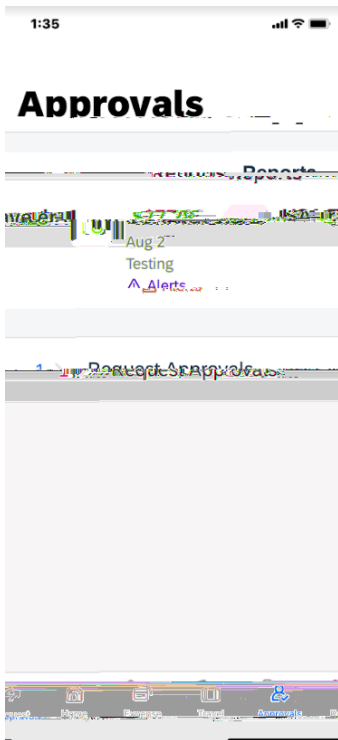


## How to approve reports using the Concur mobile app

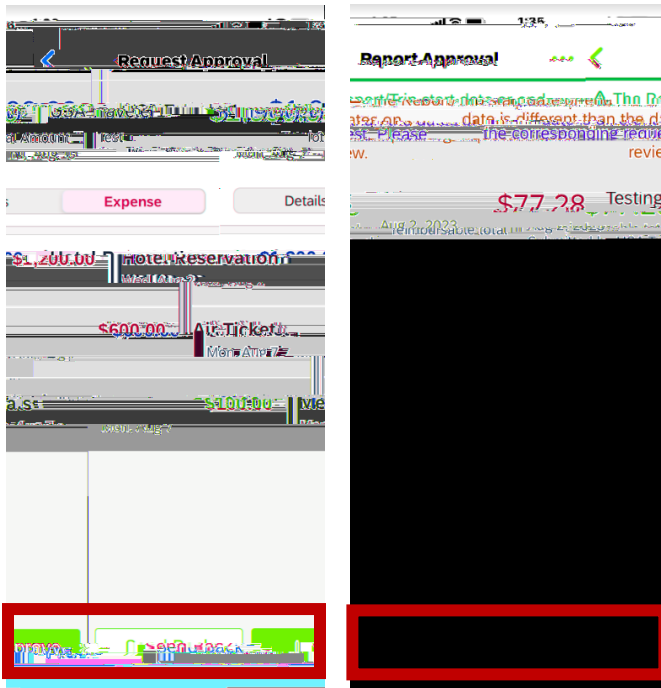
1. Log into the Concur app and click **Approvals** at the bottom of the screen.



2. You will see what is awaiting your approval listed as Report Approvals (Expense), Request Approvals, or Invoice Approvals.



3. Select the request(s), report(s), or invoice(s) one at a time. Review and if you approve click **Approve**, the button in the bottom right-hand side of the screen. If you do not approve click **Send Back**. If you click Send Back you will need to enter a comment.



## TIP

HOW TO VIEW A HISTORY OF REPORTS YOU HAVE APPROVED