

Adding an Additional Review Step

Depending on your company's configuration, as an approver you can add additional review steps for an expense report. For example, you might need to forward the report to additional approvers if the expense report amount exceeds your approval limit, or if the report contains allocations to a cost center that is not within your approval authorization.

Before forwarding your report, review the report to be sure all the expenses are correct.

1. After you have reviewed the report and are ready to approve it, select **Approve & Forward**.

The screenshot shows the SAP Concur interface for an expense report titled 'Customer Meeting'. The 'Approve & Forward' button is highlighted with a yellow box. The 'Expenses' table shows a single entry for 'Business Meals (Attendees)' with an amount of \$380.00. The 'Report Summary' table shows 'Amount Due Company' as \$0.00 and 'Amount Due Employee' as \$380.00.

Date	Expense Type	Amount	Requested
06/29/2023	Business Meals (Attendees)	\$380.00	\$380.00

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$380.00

2. On the **Approve & Forward** page, you search for and select an additional approver by entering their name in the **User Added Approver** field.

The screenshot shows the same SAP Concur interface, but with the 'Approve & Forward' modal open. The 'User-Added Approver' field is highlighted with a yellow box. The modal also includes a 'Comment' field and 'Approve & Forward' and 'Cancel' buttons.

3. After you select the additional approver, select **Approve & Forward**.

The expense report is forwarded to the additional approver, and it will no longer appear in your list of reports to approve.

