

**From:** travelnews-bounces@lists.uoregon.edu <travelnews-bounces@lists.uoregon.edu> on behalf of BAO news for travel administrators <travelnews@lists.uoregon.edu>  
**Sent:** Thursday, March 22, 2018 5:07 PM  
**To:** BAO news for travel administrators  
**Subject:** travelnews: Concur Next Action Step - Assigning Approvers

Good Afternoon UO Travel Coordinators -

As a Travel Coordinator, you now have permissions in your **personal** Concur profile to set up Approvers for Request and Expense for your travelers.

**Please review this quick 3 minute video to show you**

**how:** <https://youtu.be/jT4658Zhna4>

**Points to Consider:**

1. Approvers should have budgetary and programmatic approval authority. This is typically a department head or director but their authority may be delegated to a budget manager. A subordinate should not be tasked as sole approver.
2. A second approver (Approver 2) is **optional**. If the employee will prepare their own Requests and Expense reports you may want to add the travel coordinator as one of the approvers.
3. Submitted requests and expense reports will route automatically to approver 1, then approver 2 if defined. Reports can also be sent to other employees for approval on a trip by trip basis. This is done by clicking the "Approve and Forward" button.

Remember to be watching the Concur Project webpage for updates. Training videos are listed toward the bottom of the Training page. <https://ba.uoregon.edu/node/2372>

Have a nice evening,

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