

Process for Adding an Adhoc Approver Flow in TravelWayne

In order to add approvers in addition to your default Travel Request and Expense Report approvers:

1. Select Report Timeline from the Report Details drop-down menu.

SAP Concur Expense

Manage Expenses Card Transactions Processor

Home / Expense / Manage Expenses / Test New Travel Card Feed Pilot

Success! You have cleared all alerts on this report.

Test New Travel Card Feed Pilot \$0.00

Not Submitted | Report Number: L9LEGB

REQUEST	
Approved \$10.00	Remaining \$6.25

Report Details Print/Share Manage Receipts Travel Allowance

- Report
- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Report Payments
- Linked Add-ons
- Manage Requests

Edit Delete Copy Allocate Combine Expenses Move to

2. Click the "Edit" button next to Approval Flow

Report Timeline

Test New Travel Card Feed Pilot | \$0.00

Approval Flow Edit

Manager Approval
Elizabeth Godwin

3. This will open a new window that will display your default approvers name. To add an approver, click on the "..." link and then select to add an approver above (before) or below (after) your default approver:

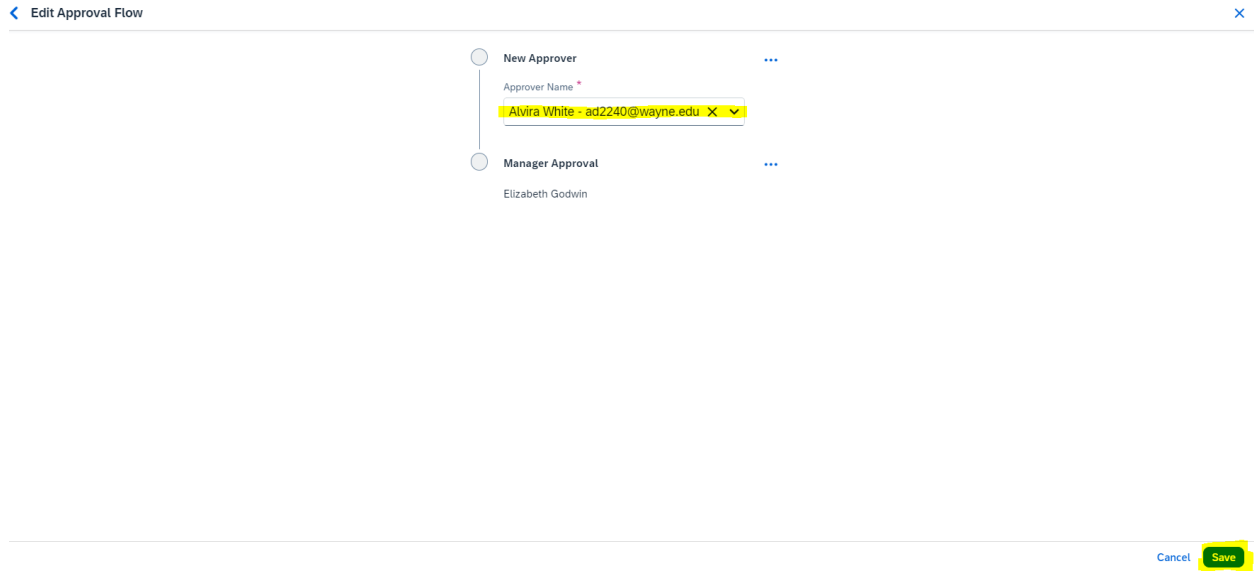
Edit Approval Flow

Manager Approval
Elizabeth Godwin

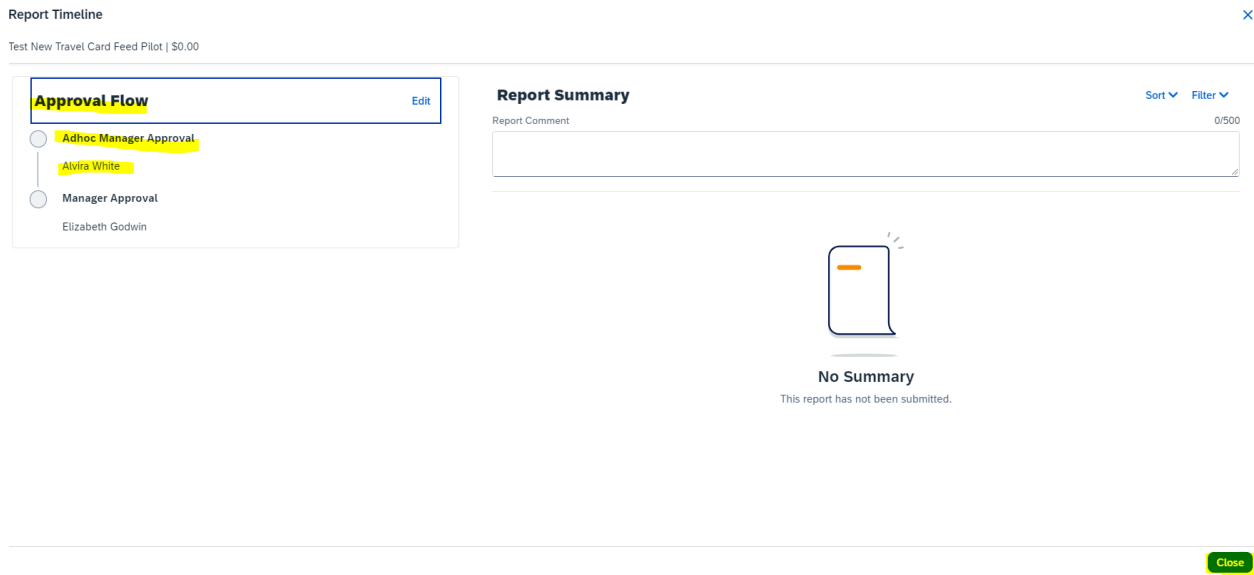
...

- Add above this step
- Add below this step

- In the resulting screen, there is a box to search for the approvers name that you want to add. Find the name and then click the save button.



- Once you click save, the new approval flow will be displayed. You can click the “Edit” button again to make additional changes if needed. When you are done click “Close”:



NOTE: If you are unable to find the name of individual that you would like to add to the workflow in the searchbar in step number 4, contact the Travel Office at travelwayne@wayne.edu to request that this individual be granted an Approval role in TravelWayne.