

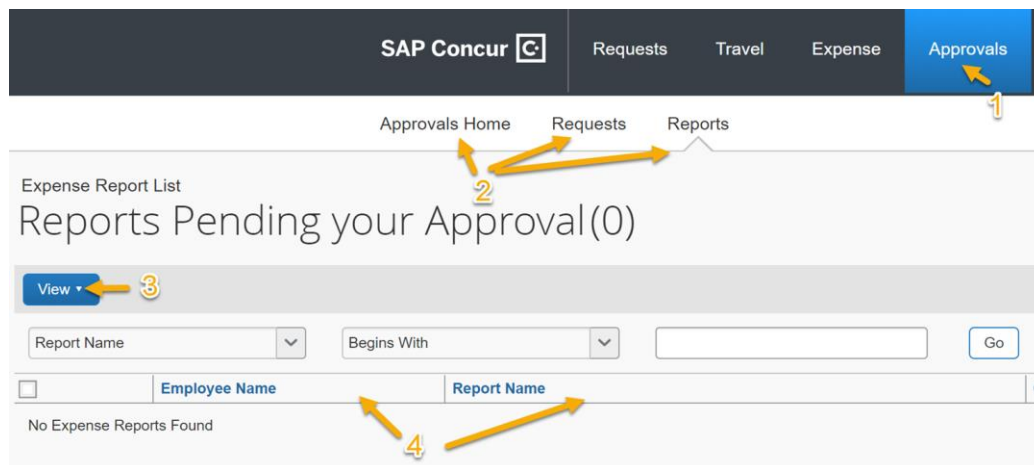
# UAF Travel

## Friday's Tips, Tricks, & FAQ's

6 September 2019

### Today's Concur Tips & Tricks: Locating Requests or Reports for Approval

1. Sign into Concur or click on the link in the notification email and open the Concur Approvals tab.
2. Select the type of document to approve (Request or Expense Report) in Approvals Home. You can also select the Requests or Reports tab in Approvals to view all your approvals for those document types.
3. In the Approvals>Requests or Reports tabs you can use the View drop down menu to see documents previously approved by you.
4. The approval list shows Employee Name, Request/Report Name, and other snapshots of information for the Request/Report.



**Hot Tip #1:** For on-the-go approvers, the Concur mobile app enables leaders and supervisors to quickly approve trips even if they are away from the office.

**Hot Tip #2:** When needed, approvers can Approve & Forward to additional personnel not already in the Approval Flow.

**FAQ:** Will the creation of a Request in Concur encumber the estimated trip cost in Banner?

**A:** No, travel is no longer encumbered in Banner if processed through Concur. Instead, reporting allows BI Managers and other personnel with a reporting license to view the details of approved, upcoming travel.

Please feel free to disseminate these tips and tricks to your travelers!  
And, as always, reach out to us with any questions or concerns ([uaf-concur-travel@alaska.edu](mailto:uaf-concur-travel@alaska.edu)).

**Thank you for all that you do!**