



Approvers Training

**CONCUR**

# Points to Consider

---

- When you approve a **travel request**, you are indicating the requested travel is for authorized business purposes and approving future reimbursement of related expenses.
- When you approve an **expense report**, you are indicating you have reviewed the expenditures for those things which you are responsible and the expenses are valid and authorized.
- Look for **PFAND** when approving: **P**rocurement method, **F**OAP, **A**ppropriateness of purchase, **N**SF error (funds are available), **D**escription (sufficient)
- The **Area of Travel** on the request or expense report header determines the level of approval needed (i.e. “Out of State” selection will route request or expense report to the appropriate Dean or Vice President).
- To set up or modify the automated approval flow, you must fill out and submit an **Approval Flow form** to Disbursements (located on Disbursements website or in MyFSU under Forms tab).
- Only approvers can **add other approvers** to the automated approval flow.

# Automated Approval Flow

