**Concur – Adding an Additional Review Step**

In Concur, approvers will have the ability to add an additional approver to the existing Concur workflow if an additional approval is needed.

### Procedures

1. **Click on the Required Approvals tab.**

2. **Click on the Report Name and review all expenses on the report as instructed in the Concur Approval Quick Reference Guide.**

3. **Once the report is ready for approval, an additional approver can be added to the workflow.**

4. **Click on Details and click on Approval Flow.**
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This example is currently being reviewed at the Budget Officer approval level.

Click on the Add symbol to add an additional approver before the next workflow step.

NOTE: As the current approver, you are still responsible for approval of the report. Adding an additional approver does not replace your approval responsibilities.

The User-Added Approver fields will appear. Click in the box and start searching for the additional approver required by name. (Search by Last Name, First Name.)
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<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
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<tbody>
<tr>
<td>Once the approver is located, click on the approver’s information to populate the approver in the field.</td>
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| Click Approve. | ![Concur screenshot](image)

The Final Confirmation will appear. Read and Click Accept.

The Confirmation box will appear.

![Confirmation box](image)
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The Concur report will now show the trip is waiting on the additional approver.

The Report Timeline will show the additional approver in the Approval Flow.