

Approve a Request

Required Approvals

Concur is programmed to apply regulatory approval requirements to the Request.
(R05.02.060.A.(4))

1. At least one traveler's profile

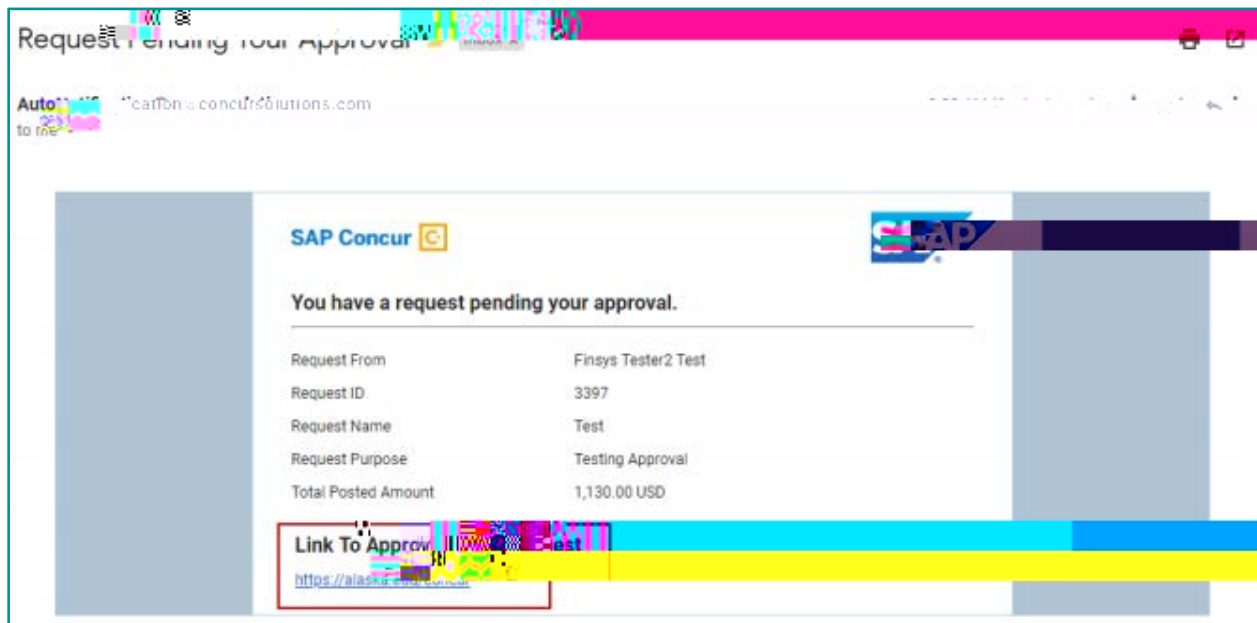
International Travel

All international travel requires supervisor approval including international travel for those otherwise authorized to approve their own travel. US Export Control laws regulate the transfer (physical and electronic) of goods, technologies, and technical data outside of the US for economic, national security, and foreign policy reasons. The regulations also cover the provisions of services to restricted entities or denied parties. The three main regulatory agencies are the Department of State, the Department of Commerce, and the Department of Treasury. The need for an export license from any of those agencies may be triggered by the list below, although the regulations do contain some licensing exceptions and exemptions. For foreign travel, this means UA needs to screen the following:

1. Destination countries for embargoed or sanctioned destinations
2. Hosting organization or individual or foreign collaborator (for professional conferences, these are the sponsoring institutions) for denied or restricted entities
3. Transportation of any UA owned equipment either for temporary or permanent export, whether shipped ahead of time or taken as carry-on or checked baggage including laptops, computers, after-market software including encryption, scientific instruments, etc.
4. A

Approve

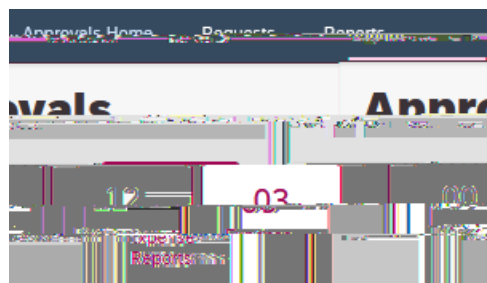
1. The approver receives an email notifying them of a Request or Report pending their approval

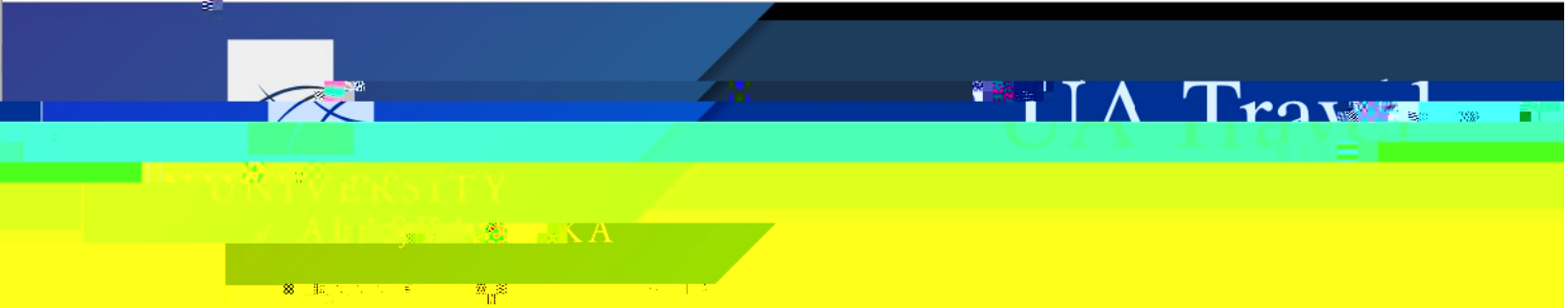


2. Sign into Concur or click the link provided in the email
3. Access pending approvals from either
 - a. My Tasks: Required Approvals on the homepage dashboard or



- b. The Approvals module





4. Select Requests or Expense Reports to access documents pending approval
- 5.