ADDING AN ADDITIONAL REVIEW STEP

NOTE: To access the Edit Approval Flow page using the process described here, users and delegates must select this option in their Concur profile Expense Preferences:

Prompt… an approver when an expense report is submitted

As an approver, if your company allows it you can add additional review steps for an expense report. For example, you might need to forward the report to additional approvers if the expense report amount exceeds your approval limit, or if the report contains allocations to a cost center that is not within your approval authorization.

1. After you have reviewed the report and are ready to approve it, click Approve & Forward.
2. On the **Approve & Forward** page, you search for and select an additional approver by entering their name in the **User Added Approver** field.

![Approve & Forward Report: Lunch](image)

3. After you select the additional approver, click **Approve & Forward**.

   The report will no longer appear in your list of reports to approve.