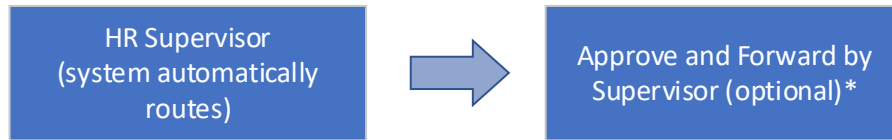


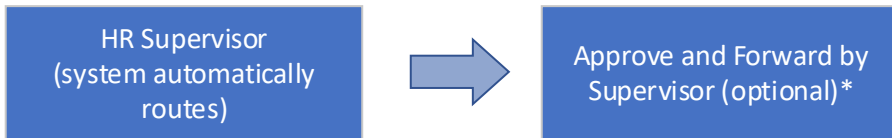
Amherst Approval Workflow - SAP Concur

Pre-Request

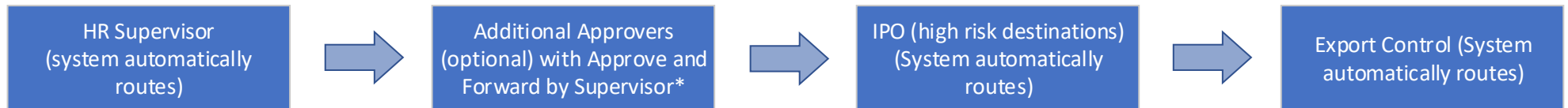
Pre-Travel Domestic Out-of-State/Overnight:



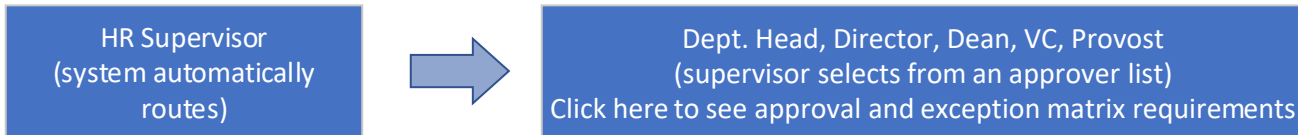
Pre-Travel Domestic Out-of-State/Overnight Blanket Approval for an Employee: (Dept. Letter of approval signed by Chair required/attached)



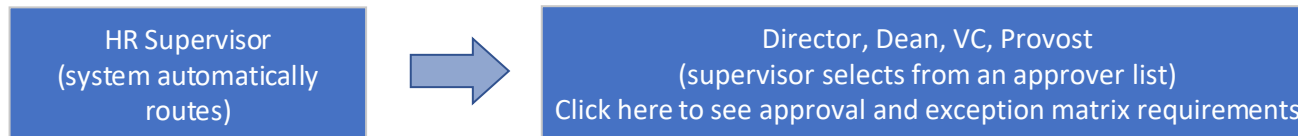
Pre-Travel International:



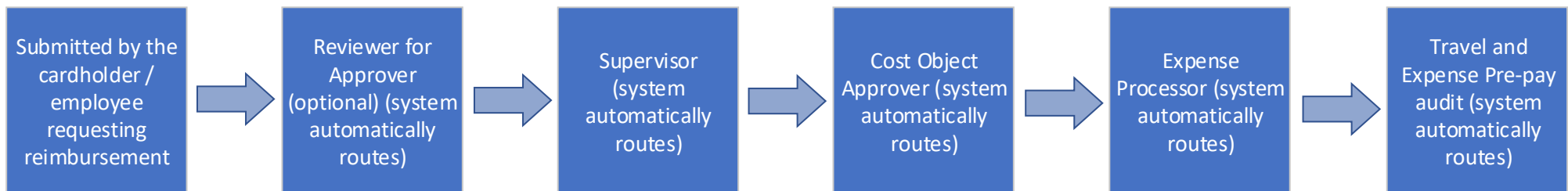
Prior Approval Expenses:



Expense Exceptions:



Expense Reports



*Supervisors have the option to have others approve in workflow based on the specific requirements for their department.

Employees can assign a delegate in Concur to another employee who has an approval role. Here is the job aid for [assigning a delegate](#). If you would like to delegate to an employee who does not have an approval role, contact afsecurity@umass.edu