Amherst Approval Workflow - SAP Concur

Pre-Request

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





Approve and Forward by Supervisor (optional)*

Pre-Travel Domestic Out-of-State/Overnight Blanket Approval for an Employee:

(Dept. Letter of approval signed by Chair required/attached)





Approve and Forward by Supervisor (optional)*

Pre-Travel International:





Additional Approvers (optional) with Approve and Forward by Supervisor*



IPO (high risk destinations) (System automatically routes)



Export Control (System automatically routes)

Prior Approval Expenses:





Dept. Head, Director, Dean, VC, Provost (supervisor selects from an approver list)
Click here to see approval and exception matrix requirements

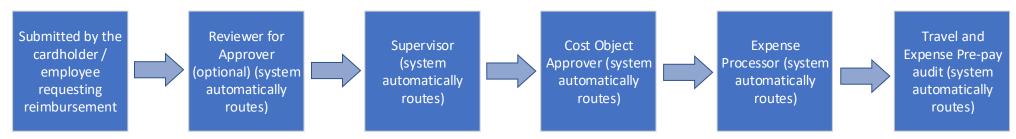
Expense Exceptions:

HR Supervisor (system automatically routes)



Director, Dean, VC, Provost (supervisor selects from an approver list) Click here to see approval and exception matrix requirements

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