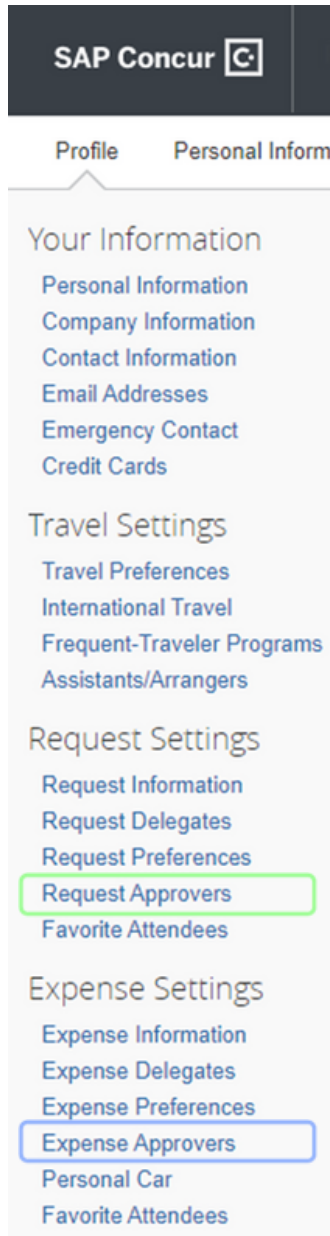


# CONCUR APPROVERS

## CONCUR PROFILE SETTINGS



SAP Concur

Profile Personal Inform

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

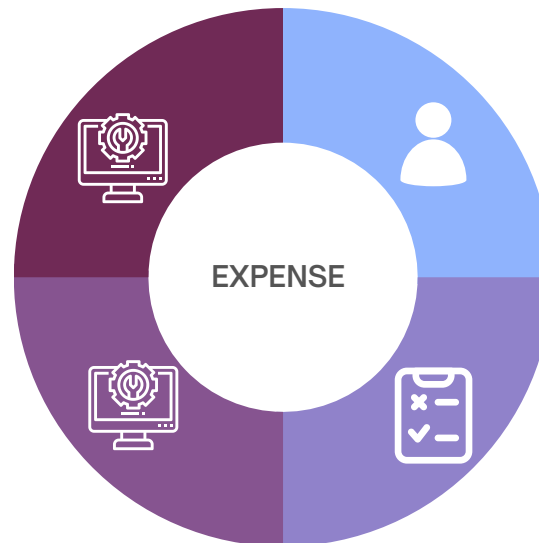
Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Personal Car
- Favorite Attendees



## APPROVAL FLOW

- Default Approver**  
User Profile - Required Fields must be completed by traveler/delegate in Concur Profile  
 Request Settings - Request Approver
- Default Approver 2**  
User Profile - Required Fields must be completed by traveler/delegate in Concur Profile  
 Request Settings - Request Approver  
 Enter Default Approver if no second level of approval
- Ethics Approver**  
System Set - User does not have the capability to adjust
- Export Control Approver**  
System Set - User does not have the capability to adjust International Travel only
- Cost Object Approver (COA)**  
System Set - User does not have the capability to adjust The **user** must complete the *COA Update Request Form* to add new or update a COA



## APPROVAL FLOW

- Default Approver**  
User Profile - Required Fields must be completed by traveler/delegate in Concur Profile  
 Expense Settings - Expense Approver
- Cost Object Approver (COA)**  
System Set - User does not have the capability to adjust The **user** must complete the *COA Update Request Form* to add new or update a COA
- Accounts Payable Approver**  
System Set - User does not have the capability to adjust
- Accounts Payable Director**  
System Set - User does not have the capability to adjust