

# How to add user added approvers on a Concur travel request

1. Click on the Approval Flow tab.
2. On the line titled Cost Object Approval, click the Plus sign on the far right side.
3. Select Add a step before this step.
4. This will create an additional workflow step. Click in this field.
5. In the drop down, select Last Name. Then click in the field again to type.
6. Search by typing users name. Search for Fincher, Debra. Select the correct user.
7. This will populate Debra Fincher in the User Added Approver workflow step.
8. Click Save Workflow in the upper right side of the screen.
9. Complete travel request or approve as you normally would.
10. We also have a short 1:16 video to demonstrate this process. [https://youtu.be/hT8\\_iLmEPGE](https://youtu.be/hT8_iLmEPGE)

Request RJCY

Trip Name/Destination:  
Trip Purpose & Benefit:

Request Header Expenses Approval Flow Audit Trail

Request Approver:  
CUMMING, DEBRA A.  
(this step may be skipped)

Cost Object Approval:  
(this step may be skipped)

Save Workflow Attachments Print / Email Delete Request Submit Request  
Status: Not Submitted

Request RJCY

Trip Name/Destination:  
Trip Purpose & Benefit:

Request Header Expenses Approval Flow Audit Trail

Request Approver:  
CUMMING, DEBRA A.  
(this step may be skipped)

User-Added Approver:  
Last Name  
First Name  
Email Address  
Login ID  
Employee ID

Save Workflow Attachments Print / Email Delete Request Submit Request  
Status: Not Submitted

Request RJCY

Trip Name/Destination:  
Trip Purpose & Benefit:

Request Header Expenses Approval Flow Audit Trail

Request Approver:  
CUMMING, DEBRA A.  
(this step may be skipped)

User-Added Approver:  
FINCHER, DEBRA S. (debra.fincher@tamu.edu)  
\*TAM - Org Unit 2 - System Member: TEXAS A&M AGRILIFE RESEARCH  
\*TAM - Org Unit 3 - Division / Department-Sub Dept: TAES ADMIN/STRUC  
Employee ID: 902092189  
\*TAM - Org Unit 2 - System Member: TARLETON STATE UNIVERSITY  
\*TAM - Org Unit 1 - Division / Department-Sub Dept: BUSINESS SERVICES  
Employee ID:  
Last Name

Save Workflow Attachments Print / Email Delete Request Submit Request  
Status: Not Submitted

Request RJCY

Trip Name/Destination:  
Trip Purpose & Benefit:

Request Header Expenses Approval Flow Audit Trail

Request Approver:  
CUMMING, DEBRA A.  
(this step may be skipped)

User-Added Approver:  
FINCHER, DEBRA S. (debra.fincher@tamu.edu)

Cost Object Approval:  
(this step may be skipped)

Save Workflow Attachments Print / Email Delete Request Submit Request  
Status: Not Submitted