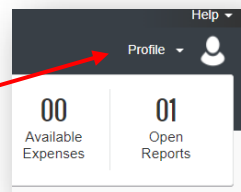


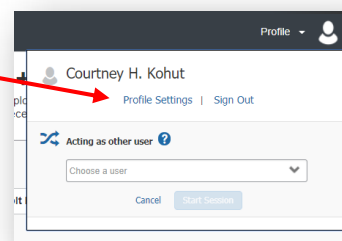
## ADDING AN EXPENSE APPROVER IN CONCUR

1. Login to **CONCUR**

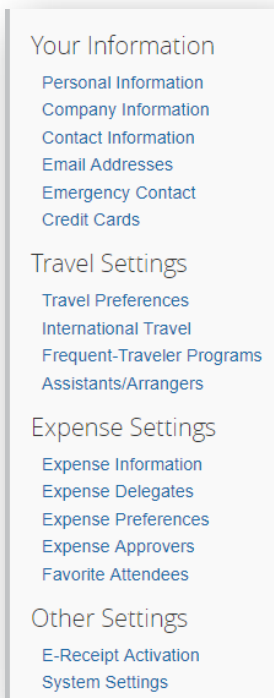
2. At the top right-hand corner, click on Profile.



3. Click on Profile Settings.



4. On the left-hand side, click on Expense Approvers.



5. Type in the name of your assigned expense approver and click Save.

A report will not route without an assigned expense approver.

