



# Travel Management System (TMS)

JOB AID # 8.06

Date: 03/29/2012

## Check List – Approver Travel Request

Select the Travel Request from the Approval Queue in My Concur

- Review the Travel Request Header Information for accuracy and correct Speed Chart

Segments Tabs:

- Review any Car Rental requests
- Review any Airfare requests
- Review any Hotel requests
- Review any Meals requests
- Review any Miscellaneous requests (this can include mileage, meals, parking, registration and other fees)

Select **Send Back Travel Request**, **Approve** or **Approve & Forward**