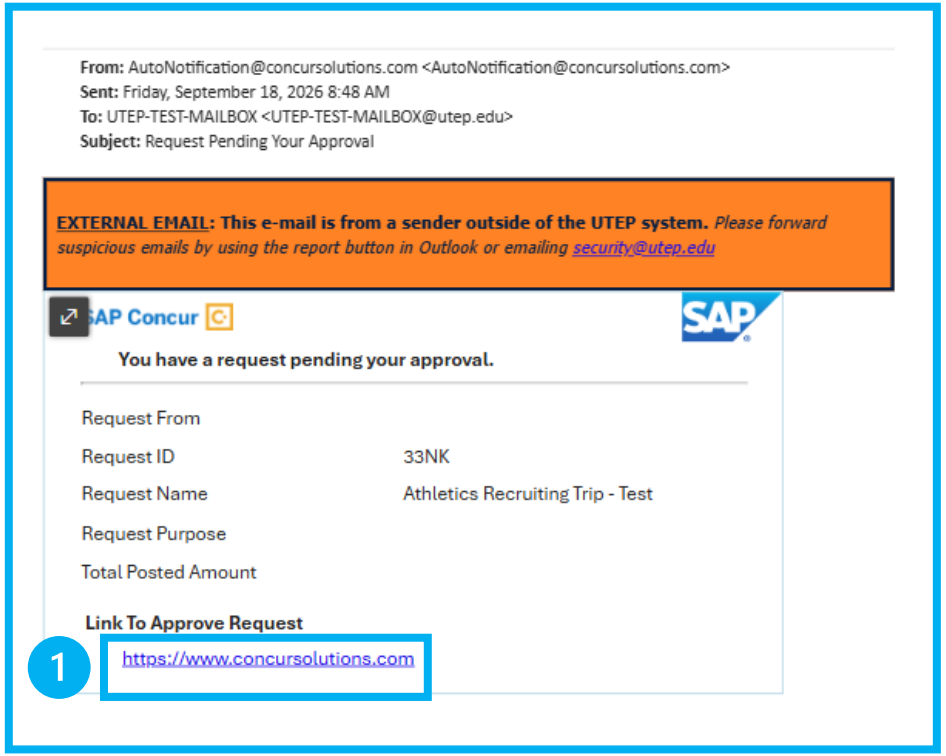
Concur Approval Email Notifications

When a Travel Request or Expense Report requires your approval, you will receive an email notification.

1. Select the **approval link** in the email this will take you to the item in Concur for you to review and approve.



2. If a traveler or creator recalls a Travel Request or Expense Report, you will receive an email notification.

