

Travel Request Approver Checklist

For the Georgia Travel & Expense System

Select the **Travel Request** from the **Approval Queue** in My Concur

- Review the **Travel Request Header** Information
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Segments Tab:

- Review any Car Rental requests
- Review any Airfare requests
- Review any Hotel requests
- Review any Meals requests
- Review any Miscellaneous requests
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Select **Send Back Travel Request, Approve** or **Approve & Forward**

Note: For more details, please see the Approvers Handbook.

