

Request Approver Checklist

For the TeamWorks Travel & Expense System

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

Review the **Request Header** Information

Segments Tab:

Review any Car Rental requests

Review any Airfare requests

Review any Hotel requests

Review any Meals requests

Review any Miscellaneous requests

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

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