Logging On

To log onto Concur:

1. Start your browser and enter the following URL in the address bar: www.princeton.edu/concur.
2. On the CAS login page, enter your netID and password.
   
   **Note:** Concur is under Single Signon through CAS, so if you have already signed into another application, you will not need to sign in again.
3. Concur opens on your My Concur page. Scroll down to see your Approval Queue.

Reviewing Travel Requests

When students enter a travel request for which they need your approval, an email will be sent to you with a link to Concur. Reminder emails will be sent if you have not approved the request in three days.

1. Log into Concur and scroll down if necessary to see your Approval Queue.
2. Click on the Request Name for the requested travel. The request opens on the Expense Summary tab.
3. Click on the Request Header tab and verify the travel type and program, the emergency contact information, and the certification of Terms & Conditions and required steps.
4. Click on the Segments tab and confirm that the segment transportation details match the date range on the Travel Request Header. If the trip involves an overnight stay, the lodging segment(s) should match the header date range.

**Tip!** The segments are only rough estimates, not confirmed travel arrangements.

**Note:** Travel segments entered here are only estimates, not final travel arrangements.
Approving Travel Requests

You can approve a travel request, or return it to the student who submitted it. If you don’t respond to a travel request in three days, an email reminder will be sent to you.

Approving Travel Requests

When you approve a travel request for travel to any location other than a country on the US State Department Warning List, the travel request will be removed from your approval queue, and the student will see a status of Approved in their Request list.

You can send back the request if you find the student has omitted important information, or entered incorrect information.

1. After reviewing the Request Header and Segments, click the **Approve** button.
2. On the Final Confirmation window, click the **Accept** button to confirm the approval.
3. The request is removed from your Active Approval List.
4. If you want to view approved requests, select **Request** from the menu, and then click the arrow on the **View** button and select **Approved Requests**.

Viewing Attachments

If a student has attached documents in support of the travel request, you can review the attachments.

1. Click the drop-down arrow on the Attachments button, and select **View Documents in a new window**.

   **Tip!** You may need to set your browser options to allow this site to open a new window.

2. The document(s) are displayed in a new window. When you have reviewed the document, close the window to return to the travel request.

   **Tip!** Students can only attach PDF and image files up to 5 MB in size.

Assigning a Delegate Approver

Delegates are faculty or staff members who can perform work on behalf of others. You can select delegates who can create, submit, or approve travel requests on your behalf, with only the rights and privileges you assign.

1. In Concur, select **Profile** from the top menu.
2. In the menu on the left, select **Request Delegates**.
3. Click the **Add** button.
4. When the search field is displayed, begin typing the name, email address, employee ID or netID of the delegate. When the list appears, select the desired name from the list.
5. When the name appears in the delegate list, click the checkboxes to select the privileges you want to assign your delegate.
6. Click the **Save** button above the delegates list.

Acting as a Delegate

To serve as a delegate, locate the **You are administering for** field on the far right of the banner, and select the name of the person for whom you are acting. What you can do as a delegate is determined by the person who assigned the delegate relationship.