Supervisor (first name) has been added as a Supervisor Approver for your expense report.

To add a Supervisor Approver to the Expense Report approval flow, users should:
- Navigate to the Expense Report in Concur
- Select the Supervisor Approver field
- Enter the appropriate Supervisor in the first field:

For T&E Card Requests:
- Go to the T&E Card Request in Concur
- Select the Supervisor Approver field
- Enter the appropriate Supervisor in the first field:

In some cases, the Supervisor's email address is already pre-populated for reference.

For more information on approvers, check out our new Blink page on the Supervisor Approval first before entering the standard workflow.

To add a Supervisor Approver for T&E Card Requests, applicants go to:

UCSD Travel: Before You Go

UCSD Travel: Reporting Expenses

For more information on Supervisor Approvers, read our new KBA.

Oracle PPM General Project Request

Guide to Catalog Ordering

Guide to Punchout Ordering

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