

# SAP Concur

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

How to Approve Travel  
Requests or Expense Reports  
(for Approvers)

# The purpose of this job aid is to show how approvers can approve a Travel Request or Expense Report

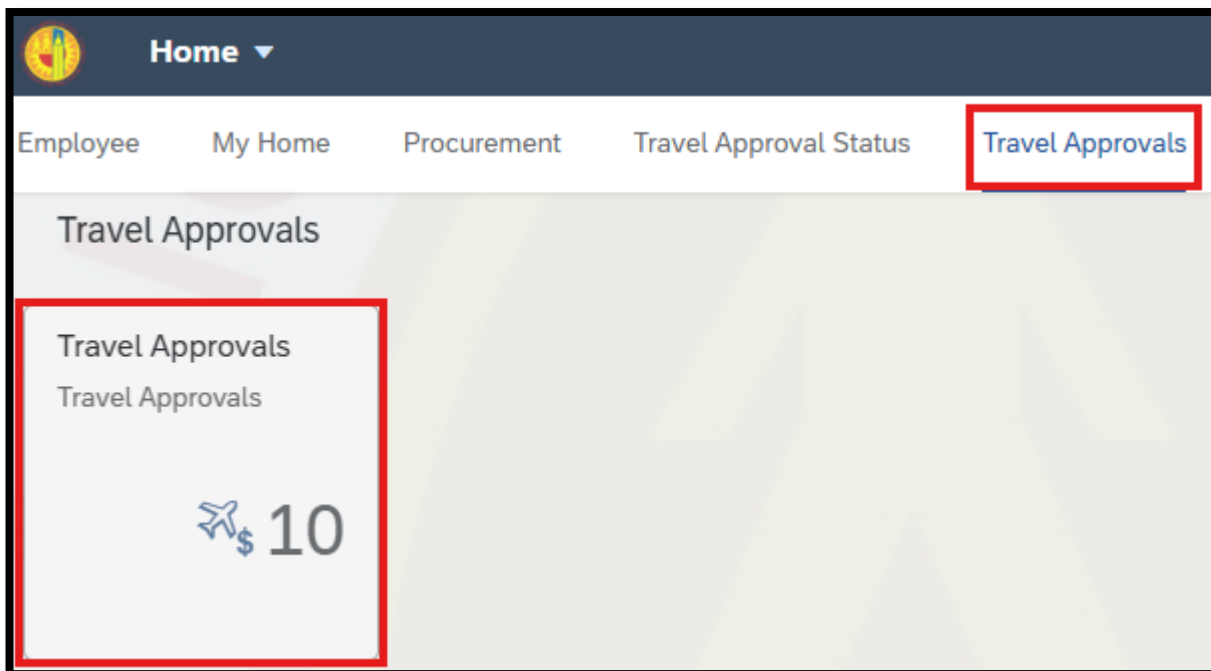
1

To access Concur Travel, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



2

Click on the **Travel Approvals** tile.



3

# Locate the **Travel Request** or **Expense Report** you want to **Approve/Reject**.

The screenshot shows the SAP Concur interface. On the left, a 'Tasks (8)' list is visible with a search bar. The first task is 'Approve or Reject Travel Request:3VVR for SAP Transaction Wo...' with a 'Medium' priority. Below it are other tasks for expense reports (XD69QA, GGC14P, 3XGM, 3XGQ). On the right, the 'Approve/Reject' screen for the selected task is shown. It includes a title 'Approve or Reject Travel Request:3VVR for', a link to 'SAP Transaction Workflow', and a creation date of 'Apr 1, 2026, 11:12 AM'. Below this are icons for information, calendar, attachments (0), and links (1). The 'Travel Details' section contains a table with the following information:

Travel Details	
This is to inform you that the following Travel Request has been submitted for your review and approval.	
Trip Number	3VVR
Employee Name	
Employee Number	
Personnel Number	
Position	SECONDARY TEACHER
Cost Center	
Trip Name	Spanish Native speakers conference
Trip Purpose	Learn Strategies for Native Spanish Speakers
Trip Start Date	03/14/2026
Trip End Date	05/09/2026
Trip Activity Type	Conference- Certificated

4

To see the attached documents, go to **step 5**. Otherwise, click **Approve** or **Reject**.

The screenshot displays an expense report summary with the following data:

Expense Type	Expense Date	Expense Amount	Payment Type
Conference Fees	02/10/2026	\$250.00	LAUSD District Paid

CO Type	Cost Object	Fund	Functional Area
CC		010-6332	1110-1000-7512T

**Conference Fee Comments** | Registration fees for conference

If you have any questions or need assistance, please contact the Travel Desk at [procurement.traveldesk@lausd.net](mailto:procurement.traveldesk@lausd.net) or (562) 654-9058. To review attachments, receipts and supporting documentation for this TRAVEL REQUEST, please click on this [link](#) to log into Concur. Remember to copy the Trip Number under the Trip Details as this will be needed to look up the request or expense report in Concur. If you need assistance with viewing attachments, please follow this guide: [Approvers - How to View Attachments](#) .

At the bottom right, there are three buttons: 'Approve', 'Reject', and 'Forward'. A red arrow points to the 'Approve' button, which is highlighted with a red box.

5

Take note of the **Request/Report Number** then go back to the **ESS home page**.

The screenshot shows the SAP Approval Inbox interface. The top navigation bar includes a back arrow icon (highlighted with a red box) and the title "Approval Inbox". Below the navigation bar, there is a "Tasks (8)" section with a search bar and a list of tasks. The first task is "Approve or Reject Travel Request 3VVR for [redacted]", with "3VVR" highlighted in a red box. The task is categorized as "SAP Transaction Wo..." and has a "Medium" priority. To the right of the task list, the details for the selected task are shown, including the title "Approve or Reject Travel Request 3VVR" (with "3VVR" highlighted in a red box), the workflow "SAP Transaction Workflow", and the creation date "Created on Apr 1, 2026, 11:12 AM". Below the details, there are icons for information, calendar, attachments, and links. The "Travel Details" section is partially visible, showing a table with "Trip Number" and "Employee Name", where "3VVR" is highlighted in a red box in the Trip Number field.

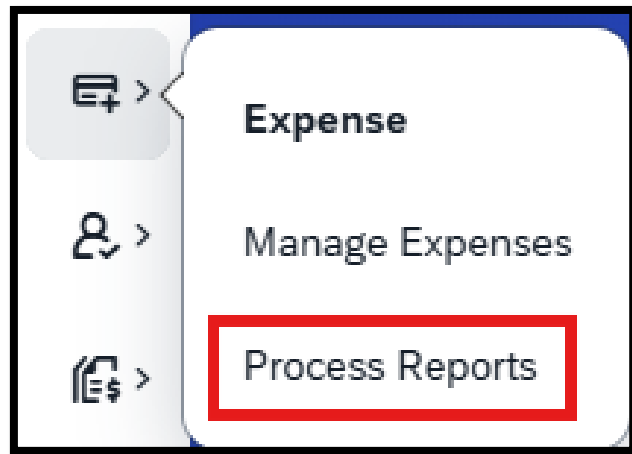
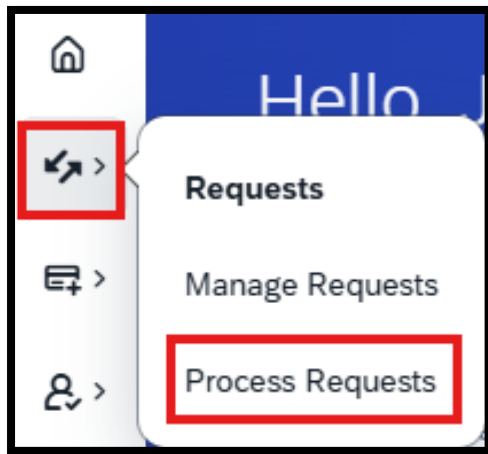
6

Click on **Travel Management**.

The screenshot shows the SAP ESS home page with three main tiles: "My Vacation Balance", "Travel Management", and "My Travel Approvals". The "Travel Management" tile is highlighted with a red border. It features a globe icon and the text "Travel Management". The "My Vacation Balance" tile shows "Display my vacation ..." and a clock icon. The "My Travel Approvals" tile shows "My Travel Approvals".

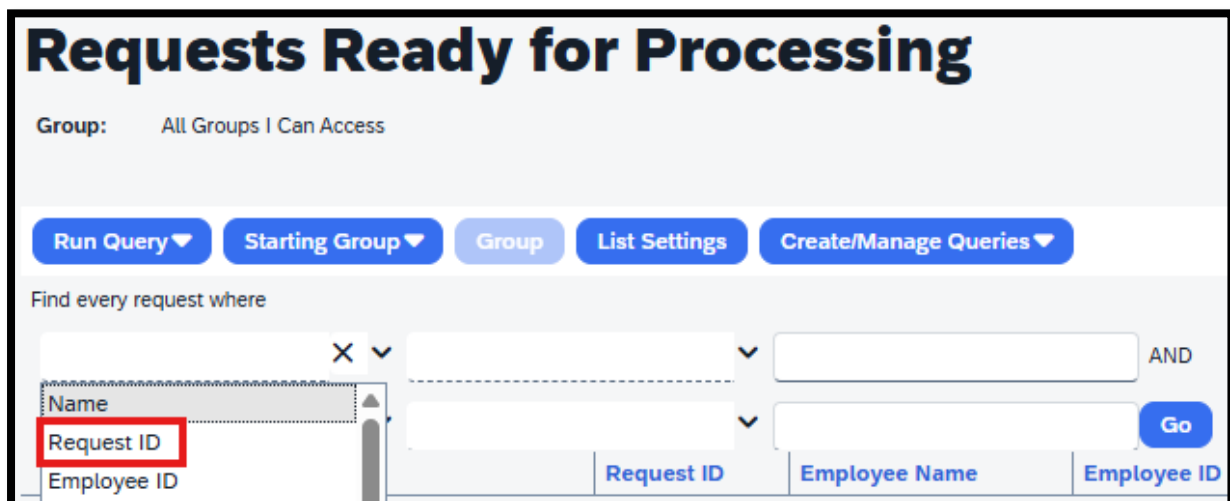
7

To find **Travel Requests**, click the **Arrow icon** on the left side of the screen & select **Process Requests**. To find **Travel Expense Reports** select the **Credit Card icon** & select **Process Reports**.



8

Change the filter to **Request ID** (for Travel Requests) or **Report Number** (for Expense Reports).



9

Enter the **Request ID** or **Report Number** (all caps) in the search field then click **Go**.

### Requests Ready for Processing

Group: All Groups I Can Access

Run Query ▾ Starting Group ▾ Group List Settings Create/Manage Queries ▾


Find every request where

Request ID X ▾ Begins With ▾ 3NHM AND

X ▾ ▾ ▾ **Go**

10

Click on the **attachment icon**.

	Request ID	Request	Start Date	End Date
	3NHM	Readiness & Writing/Learning Witho...	07/16/2025	07/16/2025

**⚠** If you wish to cancel this request post submission for approval, please do not delete the segment/expense l

A **new window** will open to display the documents attached to the **travel request** or **expense report**.

The screenshot shows a Google Chrome browser window displaying a product page for 'Readiness & Writing for Pre-K In-Person' on the Learning Without Tears website. The browser's address bar shows 'about:blank' and the page title is 'about:blank'. The browser's navigation bar shows the page is 1 of 9, zoomed to 72%, and includes standard navigation icons. The website header features the 'LEARNING Without Tears' logo, navigation links for 'REGISTER QUOTE', 'VIEW OUR CATALOG', and 'Log In / Register', and a search bar. The main content area displays the product title 'Readiness & Writing for Pre-K In-Person | 8:00 AM CT, Houston, TX' with a price of \$279.00 and an 'Add To Cart' button. Below the product image is a 'Product Description' section. The left sidebar contains four thumbnails of documents, numbered 1 through 4, which are the documents mentioned in the text above.

You are browsing as a guest. Please [log in](#) (/vforcesite/login/startURL=%2Fproduct%2Freadiness-writing-for-prek-in-person-800-am-ct%2F01P000006fw10YQAQ) for school or district pricing.

**LEARNING Without Tears** <https://www.lwtears.com> [REGISTER QUOTE](https://www.lwtears.com/contact/contact-our-sales-team) [VIEW OUR CATALOG](https://www.lwtears.com/catalog) [Log In / Register](#)

Home (/) Programs Solutions Grade-Level All Workshops Enter Keyword or SK (cart)

Home (/) > All Workshops (/category/ProductCategory/02GPO0000001104A4) > Workshops by Topic/Workshops by Topic (/category/ProductCategory/02GPO0000000004A4) > Handwriting

SKU: ZTN07625P  
Grade Level: PreK  
Start Date: Jul 16, 2025

**Readiness & Writing for Pre-K In-Person | 8:00 AM CT, Houston, TX**

Your Price \$279.00

1 Add To Cart

**Product Description**

Participants: Pre-K Educators and Occupational Therapists  
Length: 3 Contact Hours (see agenda below for specific times)  
During this in-person learning experience, you will discover how to use music, hands-on manipulatives, and technology to help children develop the emergent writing skills needed for kindergarten readiness. Learn strategies for teaching grip, alphabet knowledge, and coloring skills in preparation for children to write letters, numbers, and their names.  
Agenda: <https://www.lwtears.com/person-readiness-writing-pre-k-agenda> (<https://www.lwtears.com/person-readiness-writing-pre-k-agenda>)

**Free Materials Valued at over \$200:**

- Pre-K Interactive Teaching Tool - Readiness & Writing
- My First Book Set (My First Book & My First Lowercase Book)
- Wood Pieces Set
- Mat for Wood Pieces
- Roll-A-Dough Letters (non toxic)
- Stamp and See Screen
- Slate Chalkboard
- Letters to Words Blackboard Set
- Canvas Bag

**Learning Outcomes:**

- Identify a developmental sequence for teaching readiness & writing skills that can be used to plan and differentiate instruction to meet the needs of all students.
- Discover multisensory strategies and our step-by-step approach to effectively teach grip, fine motor and coloring skills using music and tools for little hands
- Select purposeful hands-on, multisensory manipulatives, music and digital learning to teach position concepts, alphabet knowledge, letter formation, and name