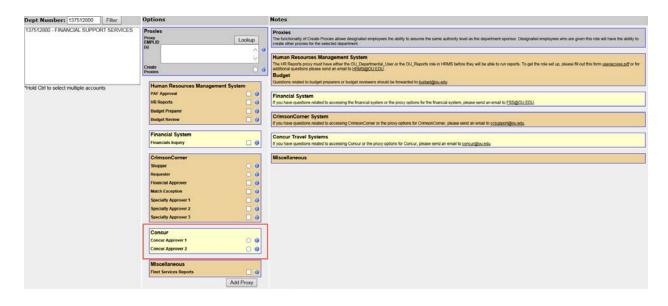**You will need to assign the appropriate Cost Object Approvers in FAMS before processing expense reports.**

There are two types of approvers in Concur:
- Default approvers
    - This is the supervisory approval.
    - Supervisor will be populated based on their supervisor in HR.
    - The supervisor appointed can then log in to Concur and set delegates to approve for them. The supervisor does this in his/her own profile in Concur, so it only needs to be done one time. The delegate(s) appointed then become the delegate(s) for all of their supervisory approvals.
- Cost object approvers
    - This is the financial approver for spending the funds from a particular department.
    - **These approvers will be populated by department number in FAMS.**
    - Non-grant departments can have only two levels of approver, each with only one approver.
        - Level 1 is required; if no approver is designated in FAMS, the department sponsor will be automatically assigned. Only one approver can be populated per department at this level. If more than one approver exists, the approver with the highest EMPLID will be the sole approver at this level.
        - Level 2 is optional. Each department can decide whether to use it or not, if they need a second approval for each expense report. Only one approver can be populated per department at this level. If more than one approver exists, the approver with the highest EMPLID will be the sole approver at this level.
        - The Level 1 and 2 approvers must be different for the same department number.
        - A Level 2 approver cannot "stand in" for a Level 1 approver. If a Level 2 approver is assigned, both must approve it.
    - Grant departments will have a grant approver automatically populated, either as a Level 2 approver (if no other Level 2 approver was designated in FAMS) or a level 3 approver. Only one approver can be populated per grant department at this level. If more than one approver exists, the approver with the highest EMPLID will be the sole approver at this level.

New FAMS screen:

FAMS Help by role:

Concur Approver 1: This is a required role. It allows the designated employee to approve, reject, or return travel expense reports. All travel expense reports, regardless of dollar amount, will route to this approver. It can be used alone, or in conjunction with the Concur Approver 2 role**.** If no one is assigned to this role in FAMS, it is automatically assigned to the department sponsor. Only one user should be assigned to this role for a department; if more than one user is assigned to this role for a department, the user with the lowest EMPLID will be assigned this role in Concur. The user assigned will be the only approver in Concur for this level.

Concur Approver 2: This is an optional role. Departments may choose to assign an employee to approve at this level if it is needed within their organizational structure. It allows the designated employee, to approve, reject, or return travel expense reports, regardless of dollar amounts. Only one user should be assigned to this role for a department; if more than one user is assigned to this role for a department, the user with the lowest EMPLID will be assigned this role in Concur. The user assigned using this methodology will be the only approver at this level in Concur.