How to Approve Travel Authorization Request
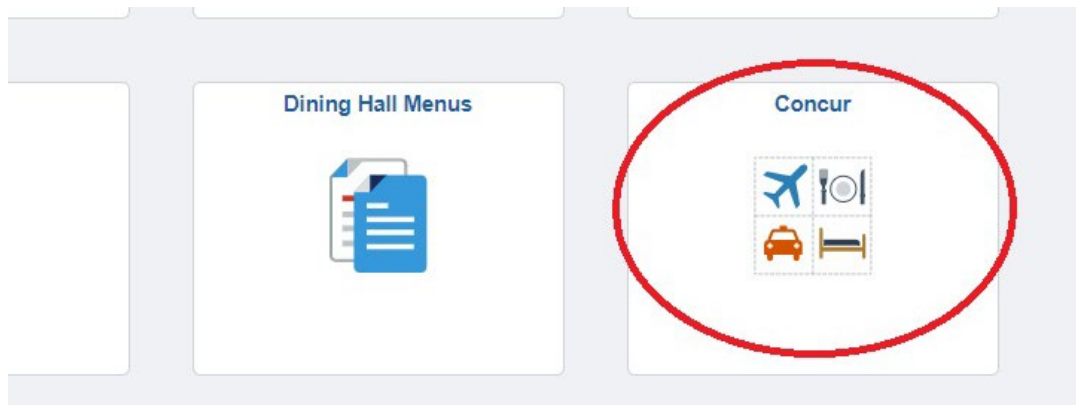
1. Log into Employee Self Service (https://myhr.unt.edu/psp/ps/?cmd=login&languageCd=ENG&) with EUID and password.
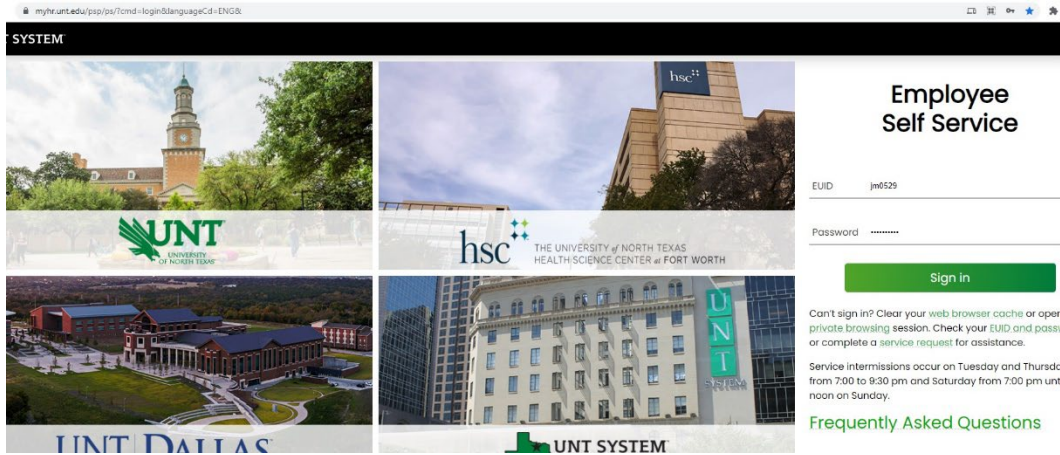
2. Select "Employee Resources"
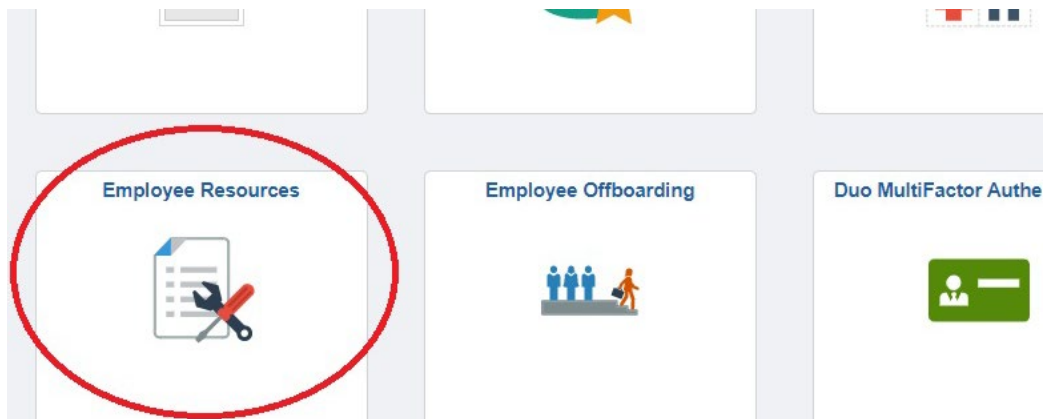
3. Select "Concur"

4. At the top of the page, Select "Authorization Requests"

5. Select the report

6. One right-hand side of the page, hit Submit Report.

How to Approve Final Travel Reimbursement

1. Follow Steps 1-3 listed above
2. Select "Open Reports"
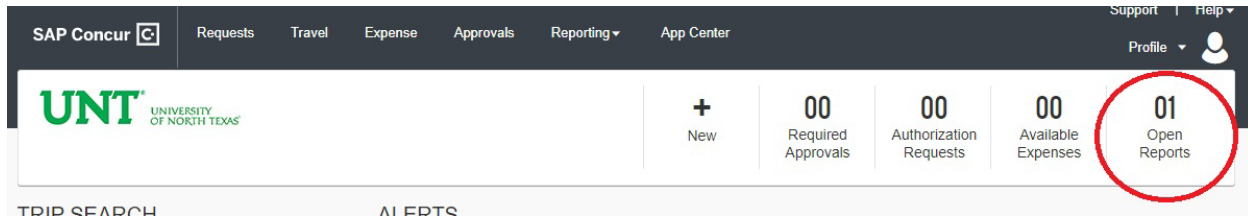
3. Follow Steps 5-6 listed above