How to edit a request or reconciliation in Concur

📌 Travel requests, reimbursement requests, and p-card reconciliations can be edited anytime before the final approval. For example, if a travel request is submitted and approved by the first approver, it can still be recalled and edited.
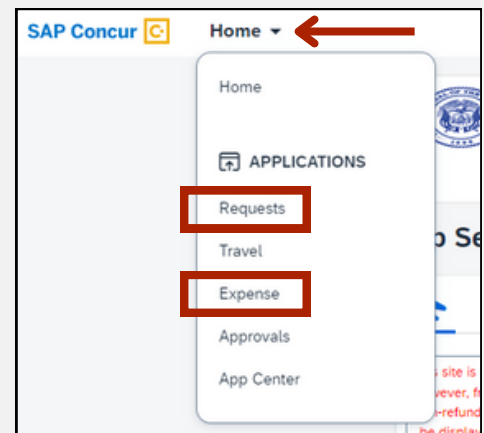
Once a request or reconciliation is approved by the final approver, it can't be recalled and edited.
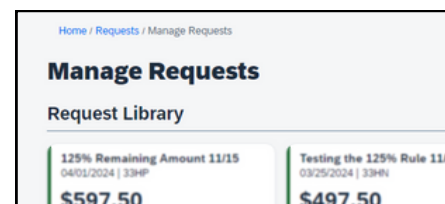
Open your request or reconciliation

Click **Home** in the upper left.

To edit a travel request, select **Requests** from the drop-down menu.
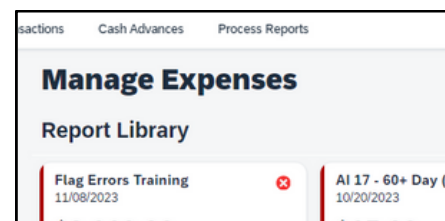
To edit a reimbursement requests or p-card reconciliations, select **Expense** from the drop-down menu.
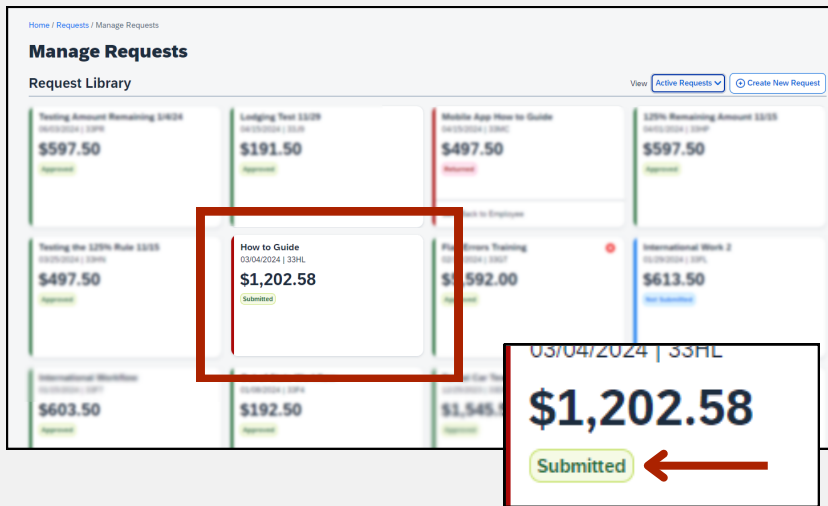

If you selected **Requests**, you'll see the Manage Requests screen.

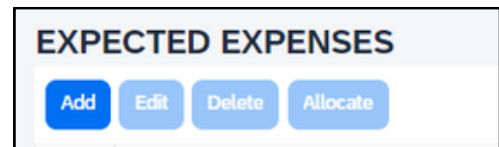If you selected **Expense**, you'll see the Manage Expenses screen.

Select which request or reconciliation you want to edit.

In this example, we'll select a travel request that was already submitted.

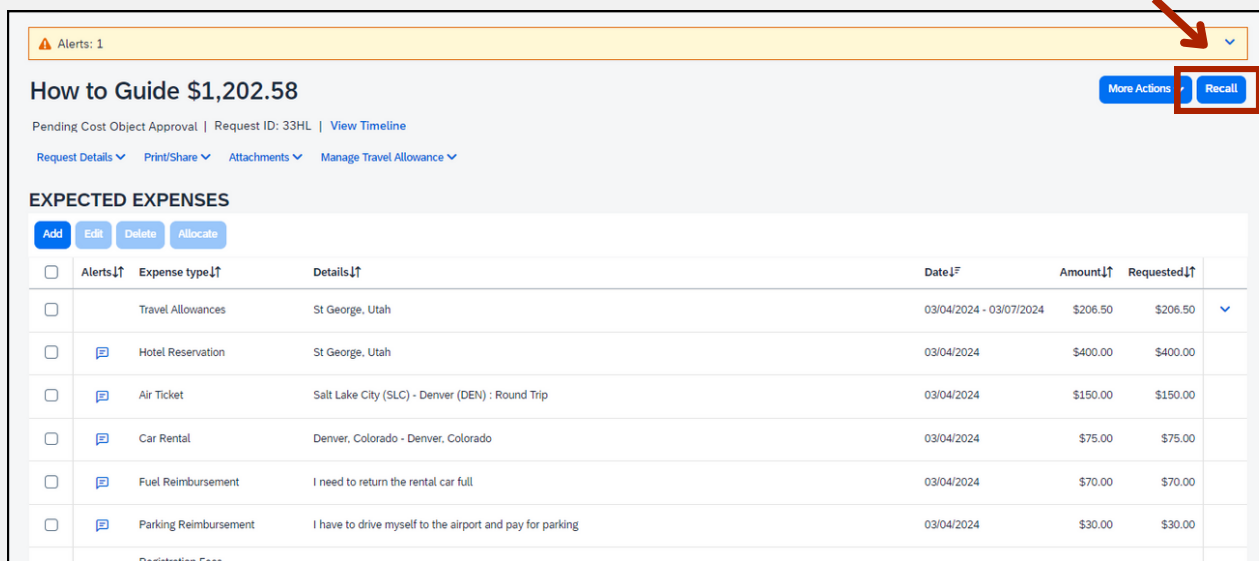If you're editing a travel request, you'll see the Expected Expenses screen.

If you're editing a reimbursement request or p-card reconciliation, you'll see the Add Expense screen.
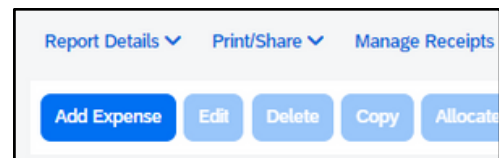
If you're editing a request that was already submitted, click the blue button **Recall** in the upper right.

📌 Clicking **Recall** will un-submit the request so you can make changes. Once you make changes and submit it again, the approval process will start over and the request will be sent back to the first approver.

If you haven't submitted your request yet, you won't see a recall button because you only need to recall a request that was already submitted.

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How to edit the header

📌 For travel requests, Concur uses the word "request." For reimbursement requests or p-card reconciliations, Concur uses the word "report."

For this example, we're editing a travel request, so all the images will show the word "request."

From the expense screen, click the blue text **Request Details**.

Select **Edit Request Header** from the drop-down menu

You're at the request header! You can now change information in the fields. When you're done, click the blue button **Save**.

If you click the blue **x** [×] in the upper-right corner, the request header will close without saving.
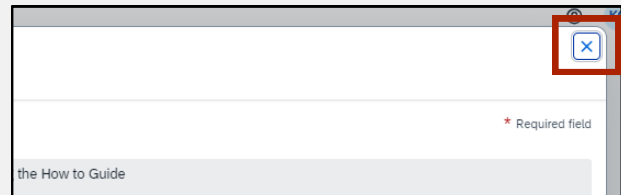
After saving the request header, you're taken back to the expense screen.

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How to edit an expense

From the expense scene, click anywhere on the expense line to open the data entry screen. For this example, we'll click on **Hotel Reservation**.

You'll see the data entry screen for the expense. Change any information you need to. When you're done, click the blue button **Save**: one is in the upper-right corner and the other is in the bottom-left corner.

After saving the expense, you're taken back to the expense screen.

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How to edit the travel allowance

From the expense screen, click the blue text **Manage Travel Allowance**.

Select **Add Travel Allowance** to add a travel allowance.

Select **Edit Travel Allowance** to edit your start location, destination, and dates.

Select **Edit Adjustments** to edit what days or meals need to be excluded from your request.

For this example, we'll select **Edit Travel Allowance**.

You'll see the Itinerary screen. Change any fields you need to and click **Next** in the bottom-right corner.

Next you'll see the Adjustments screen. Check or uncheck any boxes you need to and click **Save** in the bottom-right corner.

After saving the travel allowance, you're taken back to the expense screen.

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Submit the request or reconciliation

When you've changed everything you need to, you can submit the request by clicking the blue button **Submit Request** from the expenses screen.

The request now appears in the Manage Requests or Manage Expenses screen. It shows that it has been submitted and is pending cost object approval, which means it has been sent to the budget officer for approval.