

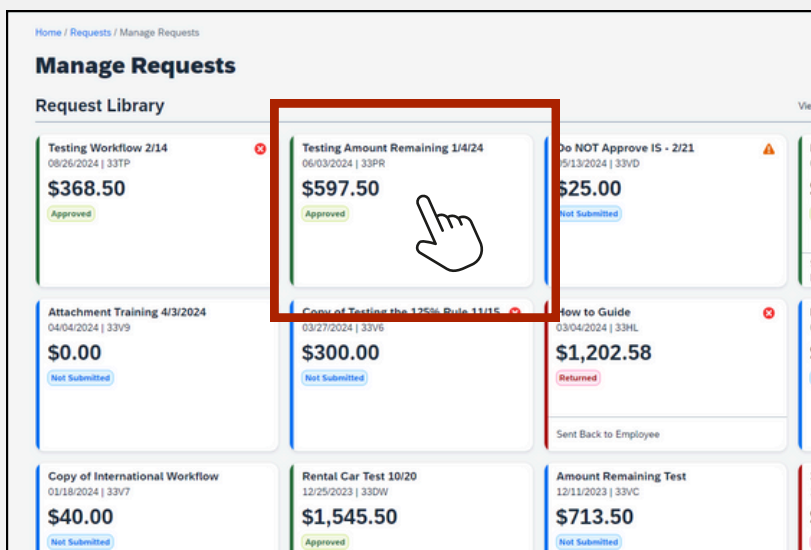
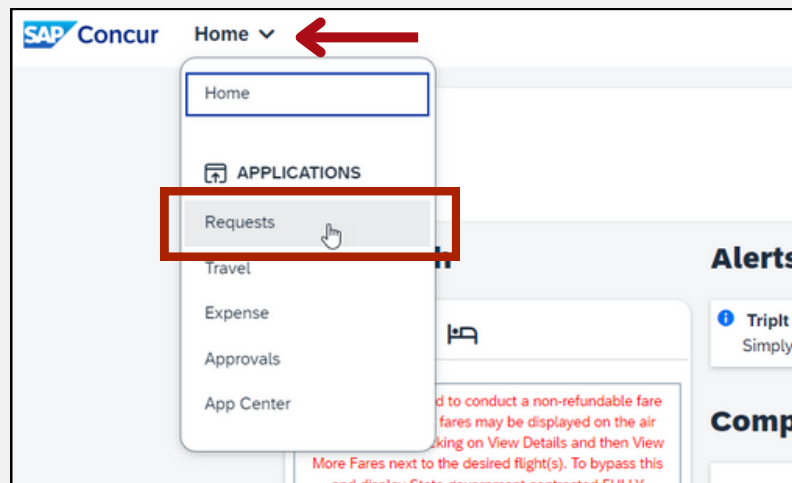


# How to close a travel request in Concur



Once your reimbursement request has been approved and you've been reimbursed, you need to close the connected travel request.

In the upper-left corner, click **Home** > **Requests** to open the request library.



Click on your approved travel request to open it.



If you don't see the travel request in your request library, click the **View** drop-down menu and select **Approved**.

Home / Requests / Manage Requests

### Manage Requests

Request Library

- Testing Workflow 2/14 (08/26/2024 | 33TP) \$368.50 Approved
- Testing Amount Remaining 1/4/24 (06/03/2024 | 33PH) \$597.50 Approved
- Attachment Training 4/3/2024 (04/04/2024 | 33V9) \$0.00 Not Submitted
- Copy of Testing the 125% Rule 11/15 (03/27/2024 | 33V6) \$300.00 Not Submitted
- International Work 2 (03/04/2024 | 33PH) \$1,202.58 Returned
- International Work 2 (01/29/2024 | 33PL) \$613.50 Not Submitted

View Active Requests ▾

- Active Requests
- Not Submitted
- Pending Approval
- Approved**
- Cancelled
- Closed
- All Requests

You'll see a list of all of your approved travel requests.

Click on your travel request to open it.

Home / Requests / Manage Requests

### Manage Requests

Request Library

Request Name	Status	Request
Testing Workflow 2/14 ID: 33TP	Approved	02/14/2024 08/26/2024
Testing Amount Remaining 1/4/24 ID: 33PH	Approved	01/04/2024 06/03/2024
Lodging Test 11/29 ID: 33J9	Approved	11/29/2023 04/15/2024
<b>125% Remaining Amount 11/15 ID: 33HP</b>	Approved	11/15/2023 04/01/2024
Testing the 125% Rule 11/15 ID: 33HN	Approved	11/15/2023 03/25/2024
Flag Errors Training	Approved	02/19/2024

You're at the Expected Expenses screen. Click the **More Actions** drop-down menu and select **Close Request**.

Home / Requests / Manage Requests / 125% Remaining Amount 11/15

### 125% Remaining Amount 11/15 \$597.50

Approved | Request ID: 33HP

Request Details ▾ Print/Share ▾ Attachments 2 ▾ Manage Travel Allowance ▾

REPORTS: 2

Amount	Remaining
\$3,038.94	\$100.00

#### EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
Travel Allowances	Denver, Colorado	04/01/2024 - 04/03/2024	\$197.50	\$197.50
Hotel Reservation	Denver, Colorado	04/01/2024	\$400.00	\$400.00

More Actions ▾

- Copy Request
- Cancel Request
- Close Request**

You'll see a pop-up window.  
Read it and click **OK**.

