

Close a Request

After the Report is approved, the Request requires manual closure/inactivation. Concur does not automatically close the Request when a Report is processed. Requests that are not closed/inactivated continue to appear on travel reports. If needed, the Processor can re-open the Request so long as it was fully approved before deactivation.

Users should Close Requests for the following reasons:

- Reports can no longer link to the Request which helps ensure a 1-1 relationship between Request and Report
- Limits the open travel reports used by financial managers and travel coordinators to only Requests that still need a completed Report (important for budgeting)
- Cleans up the open Requests list for the user

To Close a Request:

1. Select “Approved” in the Request Library

Manage Requests

Request Library
View Approved ▾
+ Create New Request

Request Name ↑↓	Status ↑↓	Request Dates ↓↑	Requested ↑↓	Remaining amount ↑↓
Lardner, K FAI-SEA 5/14-19/23 ID: 6D9W	Approved 02/02/2023	05/14/2023	\$3,082.83	\$3,082.83
Lardner, K 02/27-03/03/23 FAI-SE ID: 6CCA	Approved 01/18/2023	02/27/2023	\$1,330.35	
Lasinski, J 2/1-7/22 ANC ID: 64E6	Approved 09/29/2022	02/01/2023	\$2,477.00	\$2,477.00

Active Requests
Not Submitted
Pending Approval
Approved
Cancelled
Closed
All Requests

2. Open the applicable Request by clicking the Request Name
3. Select “Close Request” from the More Actions drop-down menu and Confirm

Slavik, J 10/20-10/25 SEA \$1,756.00

Approved | Request ID: 437A

Request Details ▾
Print/Share ▾
Attachments 12 ▾

More Actions ▾
Create Expense Report

Copy Request
Cancel Request
Close Request