



When to Close Your Travel Request on

CONCUR

A step by step guide
with screenshots

CSUF | COLLEGE OF
Education

START

SUBMIT TRAVEL
REQUEST FOR
APPROVALAFTER APPROVED
REQUEST,
COMPLETE TRAVELSUBMIT TRAVEL
EXPENSE REPORT
FOR CLAIMSRECEIVE
REIMBURSEMENT
FOR TRAVEL
EXPENSESCLOSE TRAVEL
REQUEST ON
CONCUR

FINISH

NOTES

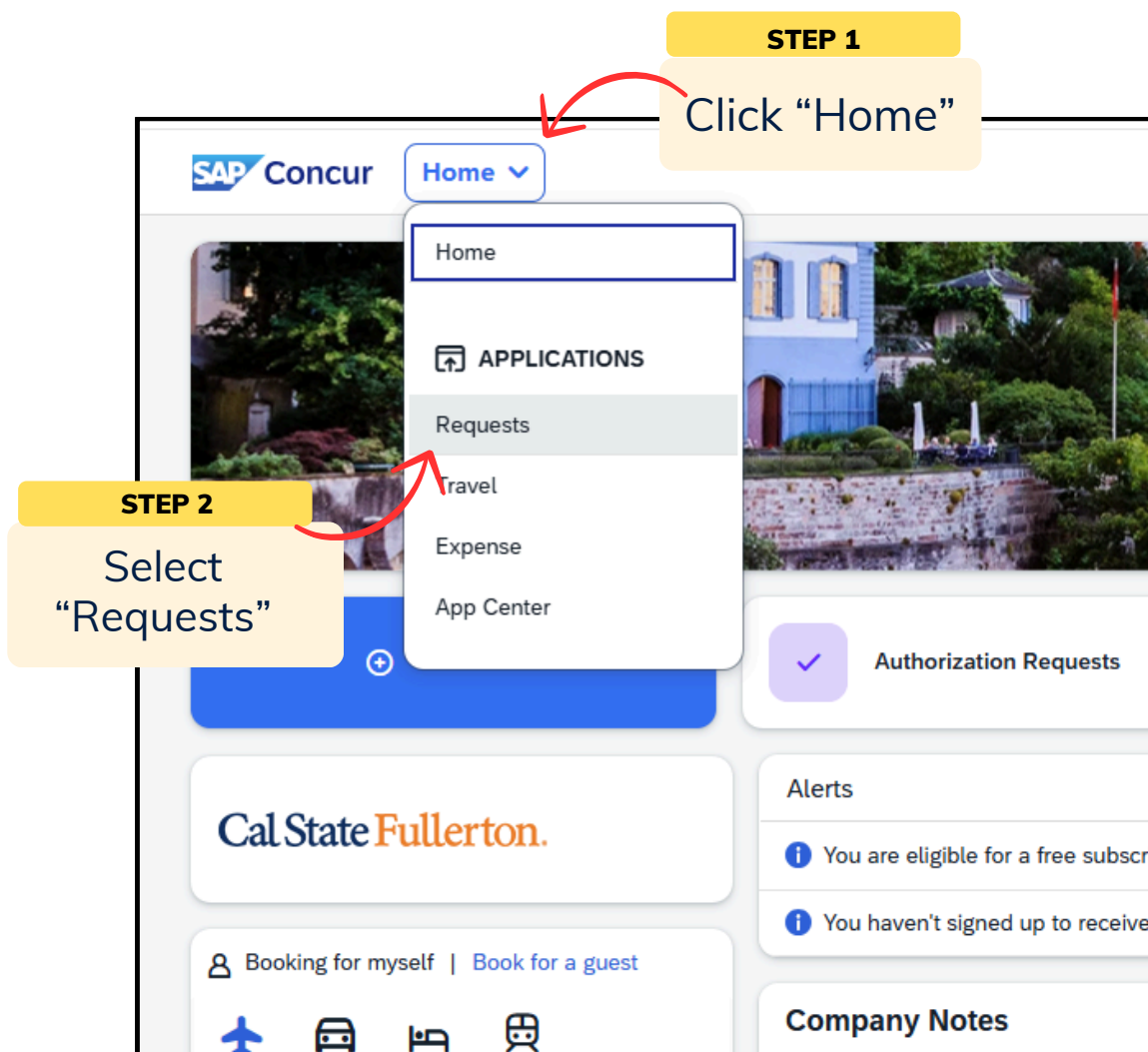


- Only close travel requests where you have completed approved travel, submitted an expense report, and have already been reimbursed. An amount will be listed under the “Remaining Amount” column for any funds you did not use for the travel.
- Close travel request(s) if you can no longer travel and will cancel your trip(s).
- Blanket Travel Requests must also be closed at the end of each fiscal year (June 30th).
 - A new blanket travel request is submitted for each fiscal year, so only close the requests that have passed.



When in doubt, reach out to the Travel Coordinator of the College through email at coetravel@fullerton.edu or drop in during travel office hours (listed on the [COE Travel Website](#))

Closing Travel Requests on Concur



Closing Travel Request

STEP 3

Click on "Active Requests"



Requests

View: Active Requests

Search: Enter request ID

Create New Request

Blanket Travel FY 2025-2026

07/01/2025 | 4X6W

\$105.00

Approved

Sent Back to User

Blanket Travel FY 2025-2026

07/01/2025 | 4XDV

\$105.00

Returned

Sent Back to User

Mar 2025 Huntington Beach...

03/08/2025 | 4RRK

\$1,177.81

Returned

Sent Back to User

Nov 2024 Anaheim, CA

11/14/2024 | 4PVT

\$163.45

Not Submitted

Test CPED 2024

10/13/2024 | 4MKQ

\$1,353.50

Not Submitted

Blanket Travel FY 2024-2025

07/01/2024 | 4MXD

\$100.50

Returned

Sent Back to User

Manage Requests

Requests View: Active Requests

Blanket Travel FY 2025-2026
07/01/2025 | 4X6W
\$105.00
Approved

Blanket Travel FY 2024-2025
07/01/2024 | 4N4F

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



STEP 4

Select "All Requests" to see list view of all requests

Closing Travel Request

SAP Concur Requests ▾

Manage Requests

Requests View: All Requests ▾

Search:

Request Name↑↓	Status↑↓	Request Dates↑↓	Requested↑↓	Approved↑↓	Remaining amount↑↓
Blanket Travel FY 2025-2026 ID: 4X6W	Approved 08/05/2025	07/01/2025	\$105.00	\$105.00	\$105.00
Blanket Travel FY 2025-2026 ID: 4XDV	Sent Back to User 08/11/2025	07/01/2025	\$105.00	\$105.00	\$105.00
Mar 2025 Huntington Beach, CA ID: 4RRK	Sent Back to User 02/04/2025	03/08/2025	\$1,177.81	\$1,177.81	\$1,177.81
Nov 2024 Anaheim, CA ID: 4PVT	Not Submitted	11/14/2024	\$163.45	\$163.45	\$163.45
Test CPED 2024 ID: 4MKQ	Not Submitted	10/13/2024	\$1,353.50	\$1,353.50	\$1,353.50
Blanket Travel FY 2024-2025 ID: 4MRW	Approved 07/31/2024	07/01/2024	\$100.50	\$100.50	\$100.50

STEP 5

Click into a travel request you have completed travel for. It may still have a remaining amount listed.

SAP Concur Requests ▾

Manage Requests

Home / Requests / Manage Requests / Blanket Travel FY 2024-2025

Alerts: 1

Blanket Travel FY 2024-2025 \$100.50

Approved | Request ID: 4MRW

Request Details ▾ Print/Share ▾ Attachments ▾

REPORTS: 2

Amount	Remaining
\$72.36	\$100.50

EXPECTED EXPENSES

Expense type↑↓	Details↑↓	Date↑↓	Amount↑↓	Requested↑↓
Mileage	Fullerton, California, UNITED STATES	07/01/2024	\$100.50	\$100.50
				\$100.50

NOTE

Do NOT Cancel Request. It will be completely deleted from Concur

Create Expense Report Copy Request ~~Cancel Request~~ **Close Request**

STEP 6

Click Close Request

Closing Travel Request

Home / Requests / Manage Requests / Blanket Travel FY 2024-2025

Alerts: 1

Blanket Travel FY 2024-2025 \$100.50

Approved | Request ID: 4MRW

Request Details | Print/Share | Attachments

REPORTS: 2

Amount	Remaining
\$72.36	\$100.50

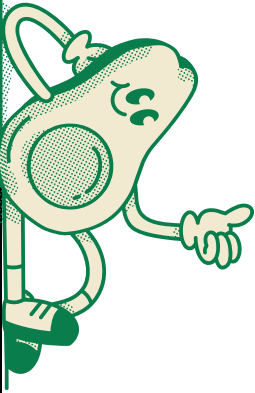
Confirm

You are about to permanently close this request. This will release any amounts associated with the request that are not linked to a submitted report and remove it from the list of available requests to assign to an expense report.

OK Cancel

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
Mileage	Fullerton, California, UNITED STATES	07/01/2024	\$100.50	\$100.50
				\$100.50



STEP 7

Click OK

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests

Manage Requests

Requests View: All Requests

Search: Enter request ID

Create New Request

Request Name	Status	Request Dates	Requested	Approved	Remaining amount
Blanket Travel FY 2025-2026 ID: 4X6W	Approved 08/05/2025	07/01/2025	\$105.00	\$105.00	\$105.00
Blanket Travel FY 2025-2026 ID: 4XDV	Sent Back to User 08/11/2025	07/01/2025	\$105.00	\$105.00	\$105.00
Mar 2025 Huntington Beach, CA ID: 4RRK	Sent Back to User 02/04/2025	03/08/2025	\$1,177.81	\$1,177.81	\$1,177.81
Nov 2024 Anaheim, CA ID: 4PYT	Not Submitted	11/14/2024	\$163.45	\$163.45	\$163.45
Test CPED 2024 ID: 4MKQ	Not Submitted	10/13/2024	\$1,353.50	\$1,353.50	\$1,353.50
Blanket Travel FY 2024-2025 ID: 4MRW	Approved 07/31/2024	07/01/2024	\$100.50	\$100.50	

STEP 8

Check that the remaining amount column is now empty for the travel request you just closed



QUESTIONS?

If you have any questions, please email coetravel@fullerton.edu or attend open office hours listed on the [COE Travel website](#)