How to Close/Inactivate a Request

After the Expense Report has been approved the Request needs to be closed out. The reasons Request need to be closed out are:

- To keep additional Expense Reports from being generated from that Request.
  - If a Request was closed out by accident or if another Expense Report needs to be created for this trip, the Request can be reopened by your Travel Office.
- To keep the Active Request list reduced to Requests where the trip hasn’t taken place yet or an Expense Report hasn’t been completed.
- To keep the Concur Report “Request Encumbrance” limited to trips that still need a completed Expense Report.

There are two ways to accomplish this.

1.) Close/Inactivate from the Request menu (this is helpful when closing multiple Requests):
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2.) Close/Inactivate the Request after opening the Request: