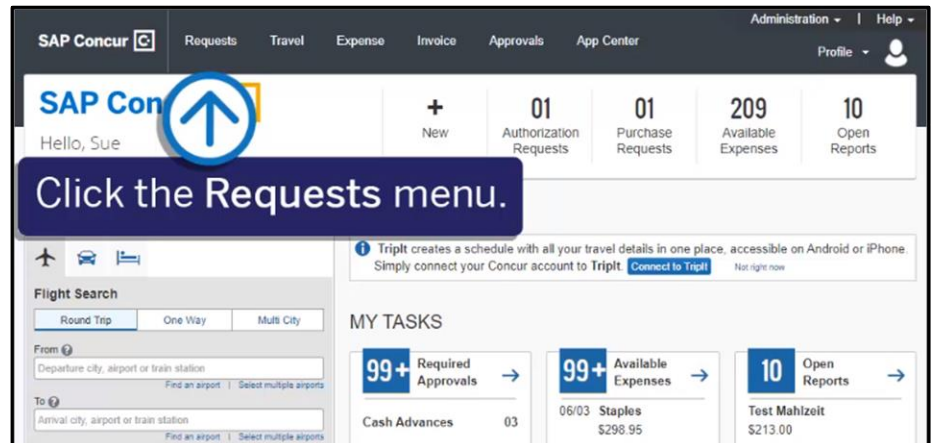


# Closing a Request

You can close a request after the approved expected expenses have been associated with a report, or if the request has been cancelled. When you close a request, it can no longer be associated with an expense report.

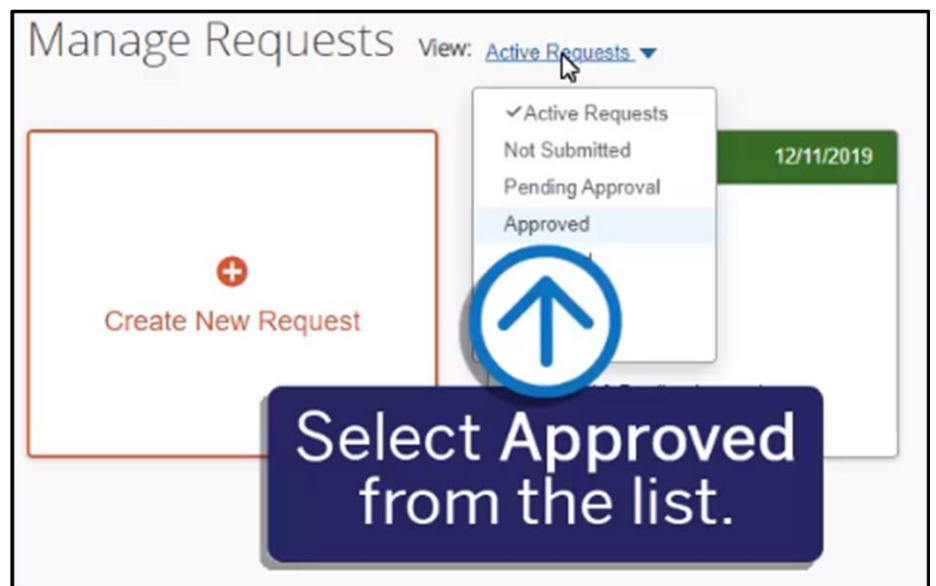
1. From the **SAP Concur** home page, click the **Requests** menu.



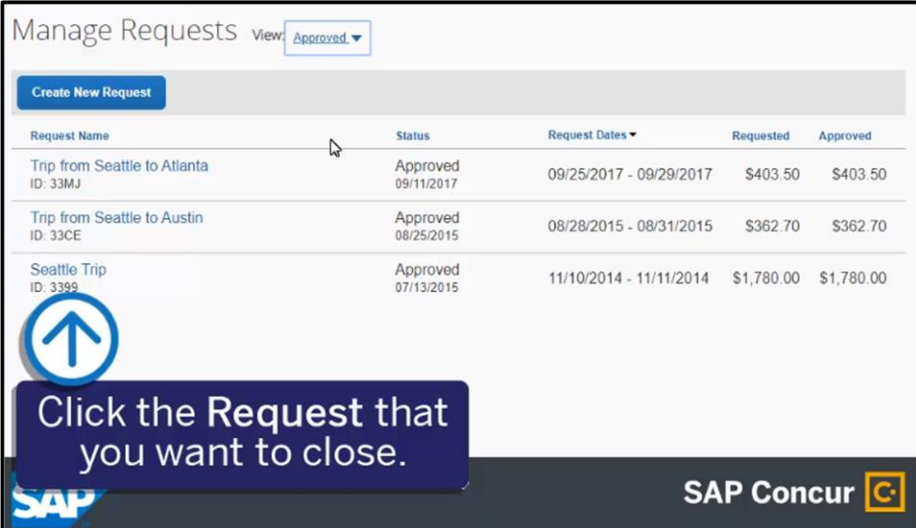
If you close a request that is associated to an unsubmitted expense report, the request will be disassociated from the expense report, the authorized amounts will be removed, and the request balance will be reduced to zero.

You can close/inactivate a request after it has been approved and the related expenses have been added to a report.

2. Click the **View** dropdown menu, and then select **Approved**.



3. Click the **Request** that you want to close.




Manage Requests view: **Approved**

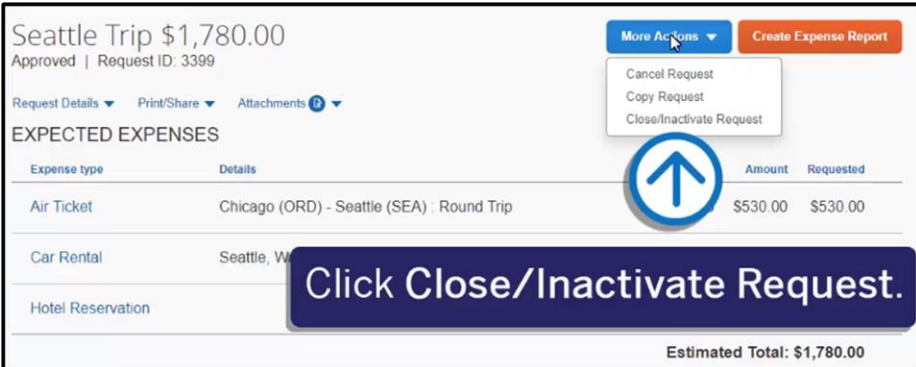
[Create New Request](#)

Request Name	Status	Request Dates	Requested	Approved
Trip from Seattle to Atlanta ID: 33MJ	Approved 09/11/2017	09/25/2017 - 09/29/2017	\$403.50	\$403.50
Trip from Seattle to Austin ID: 33CE	Approved 08/25/2015	08/28/2015 - 08/31/2015	\$362.70	\$362.70
Seattle Trip ID: 3399	Approved 07/13/2015	11/10/2014 - 11/11/2014	\$1,780.00	\$1,780.00

**Click the Request that you want to close.**

SAP Concur 

4. Click the **More Actions** dropdown menu, and then click **Close/Inactivate Request**.



Seattle Trip \$1,780.00  
Approved | Request ID: 3399

[More Actions](#) [Create Expense Report](#)

Request Details [Print/Share](#) [Attachments](#)

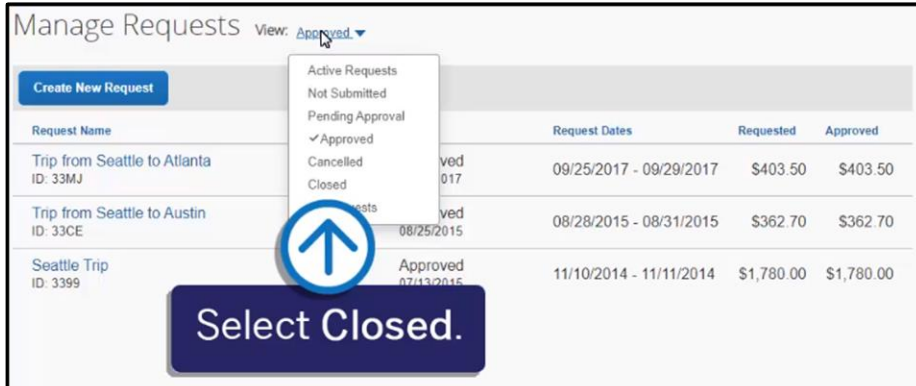
EXPECTED EXPENSES

Expense type	Details	Amount	Requested
Air Ticket	Chicago (ORD) - Seattle (SEA) : Round Trip	\$530.00	\$530.00
Car Rental	Seattle, WA		
Hotel Reservation			

**Click Close/Inactivate Request.**

Estimated Total: \$1,780.00

5. To view closed requests, on the **Manage Requests** page, click the **View** dropdown menu, and then select **Closed**.



Manage Requests view: **Approved**

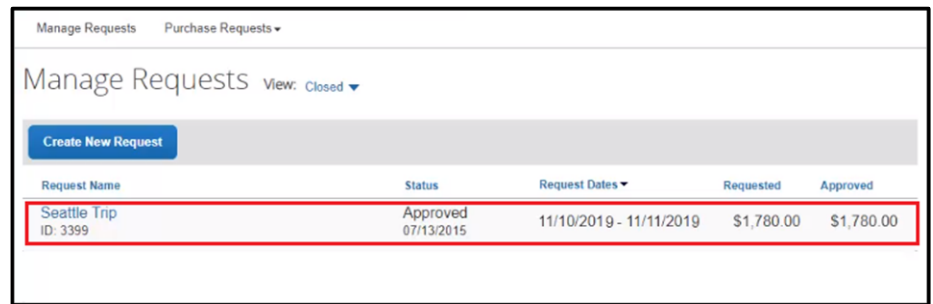
[Create New Request](#)

Request Name	Status	Request Dates	Requested	Approved
Trip from Seattle to Atlanta ID: 33MJ	Approved 09/11/2017	09/25/2017 - 09/29/2017	\$403.50	\$403.50
Trip from Seattle to Austin ID: 33CE	Approved 08/25/2015	08/28/2015 - 08/31/2015	\$362.70	\$362.70
Seattle Trip ID: 3399	Approved 07/13/2015	11/10/2014 - 11/11/2014	\$1,780.00	\$1,780.00

**Select Closed.**

You will see a list of your closed requests.

Note that you cannot attach a closed request to an expense report.



The screenshot shows the 'Manage Requests' interface in SAP Concur. At the top, there are tabs for 'Manage Requests' and 'Purchase Requests'. Below the tabs, the title 'Manage Requests' is displayed with a 'View: Closed' dropdown menu. A blue button labeled 'Create New Request' is positioned above a table. The table has five columns: 'Request Name', 'Status', 'Request Dates', 'Requested', and 'Approved'. A single row is visible, representing a closed request, and is highlighted with a red border. The data in this row is as follows:

Request Name	Status	Request Dates	Requested	Approved
Seattle Trip ID: 3399	Approved 07/13/2015	11/10/2019 - 11/11/2019	\$1,780.00	\$1,780.00