

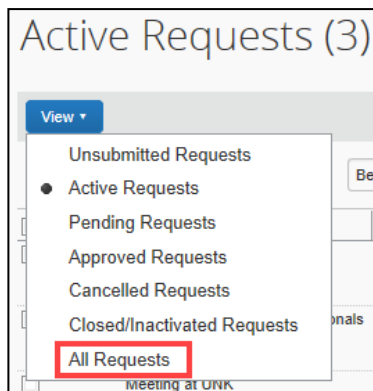
Close/Inactivate travel requests in Concur

Travelers and delegates will continue to receive auto-generated email reminders for open travel requests if no action is taken. If no reimbursement is expected, it is recommended to close/inactivate the request.

To stop receiving these reminders, open the travel request and at the top right corner click on  .



If the travel request is not shown on the Active Requests screen, click the *View* dropdown menu and select *All Requests*.



Review the quick reference guide for details:

<https://nebraska.edu/-/media/unca/docs/concur-help/quick-reference-guide/cancel-or-close-a-request.pdf>
