

# DELETE A REQUEST

Updated May 30, 2018

### TRAVEL APPLICATION

### Request

### HELPFUL HINTS

- A travel request that has been created and saved, but not yet submitted can be deleted. Submitted travel requests need to be canceled or closed/inactivated (not eligible for deletion).

### PROCEDURE

To delete a saved travel request:

1. Click on the request tab.
2. Locate the travel request to delete.
3. Select the checkmark on the left side of the request and click on **Delete Request**.

The screenshot shows the SAP Concur interface with the 'Requests' tab selected. At the top, there are navigation options: 'Manage Requests', 'New Request', and 'Quick Search'. Below this, it says 'Active Requests (13)'. There are three buttons: 'Delete Request' (highlighted with a red box), 'Copy Request', and 'Close/Inactivate Request'. A search bar is present with 'Request Name' and 'Begins With' dropdowns and a 'Go' button. Below the search bar is a table of requests:

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	Denver Meeting	34TV	Approved	04/11/2018	04/10/2018	\$519.00	\$519.00	\$519.00	Expense
<input type="checkbox"/>	San Diego conferenced	34RM	Sent Back to User - Geviss, Donna B.	04/12/2018	04/06/2018	\$1,050.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	fds	34VG	Not Submitted Comment: Please add meals	04/11/2018	04/04/2018	\$1,646.00	\$0.00	\$0.00	
<input type="checkbox"/>	SAP Training	337L	Approved	04/05/2018	03/26/2018	\$1,125.78	\$1,125.78	\$1,125.78	Expense

4. A confirmation window will appear, click yes.

Confirm

Are you sure you want to delete this request?

Yes No

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5. The travel request is deleted and no longer available on the requests tab.

Requests that have been deleted will be removed from the active requests list. To view deleted requests click the [View](#) dropdown and select *Cancelled Requests*.

