

DELETE A REQUEST

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, the heading 'Active Requests (13)' is displayed. To the right of the heading are three buttons: 'Delete Request' (highlighted with a red box), 'Copy Request', and 'Close/Inactivate Request'. Below the heading is a search bar with 'Request Name' and 'Begins With' dropdowns, and a 'Go' button. The main content is a table with the following columns: Request Name, Request ID, Status, Request Dates, Date Submitted, Total, Approved a..., Remaining ..., and Action. The table contains four rows of data:

	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	04/09/2018	\$1,050.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	fds	34VG	Not Submitted	04/11/2018 Comment: Please add meals	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.

The confirmation dialog box is titled 'Confirm' and contains the question 'Are you sure you want to delete this request?'. At the bottom right, there are two buttons: 'Yes' and 'No'.

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

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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*.

