

# Canceling and Copying a Travel Request

**Objective:** Outline the steps to cancel and copy an approved travel request.

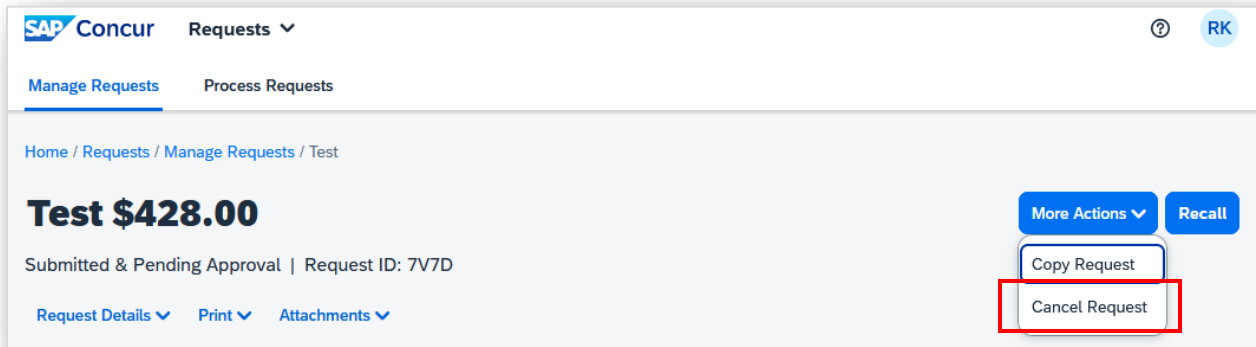


**Note:** If a request has not yet been approved, you can recall it, make the appropriate changes, and resubmit.

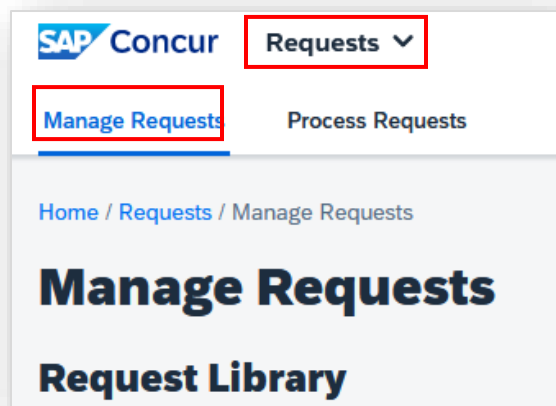
1. To cancel a request, navigate to your fully approved request and click on **More Actions > Cancel Request**.



**Note:** The original (fully approved) request cannot be edited or removed from your account. Cancelling it will enable you to create a new request for those dates. For minor changes, you can create an editable copy of the request.



2. After canceling the Requests, go to *Requests*, then *Manage Requests*.



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3. In the *Request Library*, change the View filter to *All Requests*.

The screenshot shows the 'Manage Requests' page in SAP Concur. At the top right, there is a 'View All Requests' dropdown menu, which is highlighted with a red box. Below it, a dropdown menu is open, showing various status filters: Active Requests, Not Submitted, Pending Approval, Approved, Cancelled, Closed, and All Requests. The 'All Requests' option is selected and highlighted with a red box. The table below shows a list of requests with columns for Request Name, Status, Request Dates, Requested amount, and Remaining amount.

Request Name	Status	Request Dates	Requested	Remaining amount
Test ID: 7V7D	Cancelled 05/15/2024	06/01/2024	\$428.00	\$428.00
Test ID: 7V7F	Cancelled 05/16/2024	06/01/2024	\$428.00	\$428.00
Domestic Travel ID: 7V74	Not Submitted	05/01/2024	\$1,143.50	\$1,143.50
Foreign Travel Test ID: 7QVD	Sent Back to Employee 04/18/2024	04/17/2024	\$2,736.00	\$2,736.00

a. Select the request you wish to copy.

The screenshot shows the 'Manage Requests' page with the 'Request Library' table. The first row, 'Test ID: 7V7D', is highlighted with a red box, indicating it is selected.

Request Name	Status
Test ID: 7V7D	Cancelled 05/15/2024

b. Click *Copy Request*.

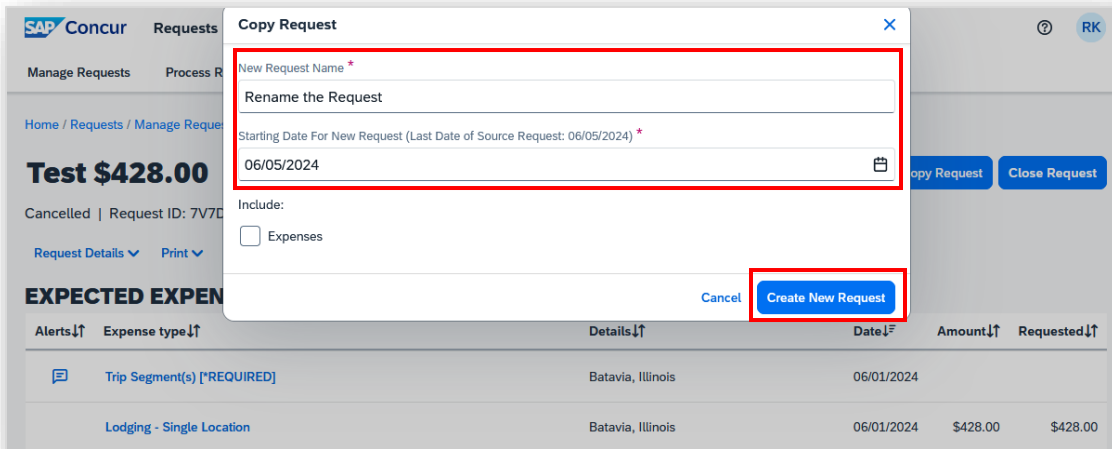
The screenshot shows the 'Manage Requests' page with the details of the selected request. The request name 'Test' and amount '\$428.00' are displayed prominently. Below this, the status 'Cancelled' and 'Request ID: 7V7D' are shown. At the bottom right, there are two buttons: 'Copy Request' and 'Close Request'. The 'Copy Request' button is highlighted with a red box.

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4. A pop-up will appear asking you to rename the request. Enter the new name and the starting date for the request, then **click *Create New Request***.



Note: If you would like to carry over the expenses from the previous request, make sure to check the box labeled "Expenses."



5. Modify or update any necessary fields, and then resubmit the request for approval.