Close/Inactivate a Request

After the Report is approved, the Request requires manual closure/inactivation. Concur does not automatically close the Request when a Report is processed. Requests that are not closed/inactivated continue to appear on travel reports. If needed, the Processor can re-open the Request so long as it was fully approved before deactivation.

Users should Close/Inactive Requests for the following reasons:

1. Reports can no longer link to the Request which helps ensure a 1-1 relationship between Request and Report
2. Limits the open travel reports used by financial managers and travel coordinators to only Requests that still need a completed Report (important for budgeting)
3. Cleans up the open Requests list for the user

There are two ways to accomplish this:

1. Close/Inactivate from the Requests list (helpful when closing multiple Requests)
2. Close/Inactivate the Request after opening the Request