

# SAP Concur

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

How to Cancel a Travel Request

# The purpose of this job aid is to show how to cancel a travel request in Concur.

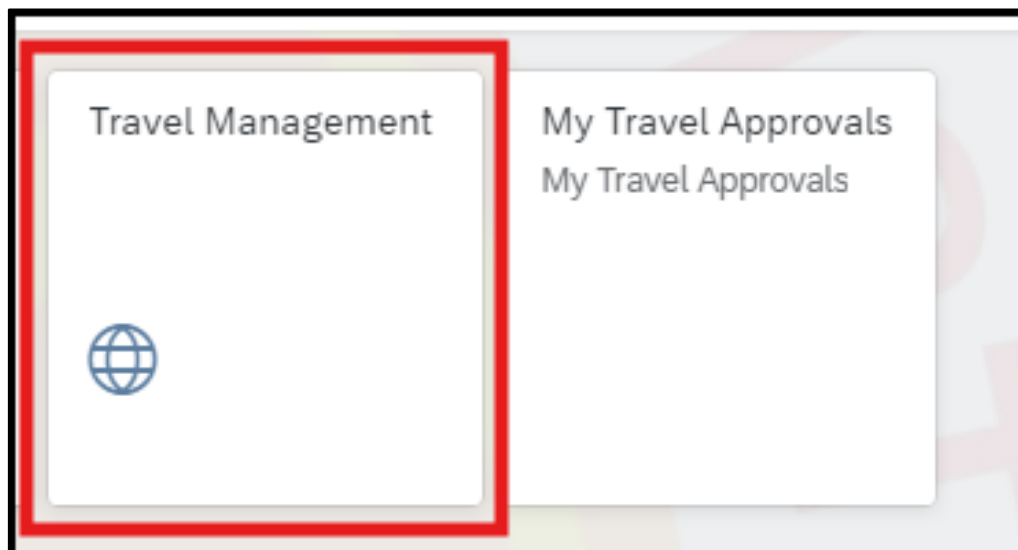
1

To access Concur Travel, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



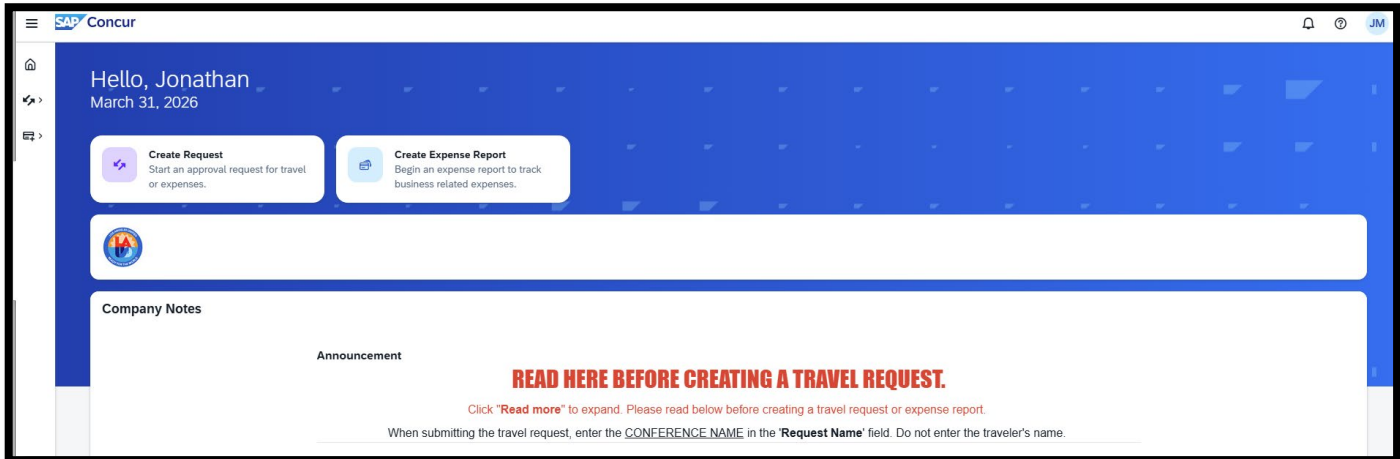
2

Click on the **Travel Management** tile.



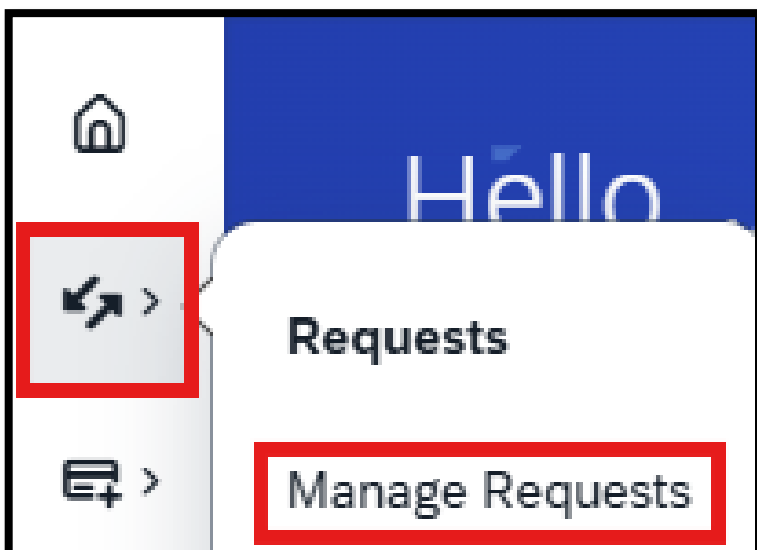
3

You will be directed to the Concur Travel home page. Display may look different depending on your view settings.



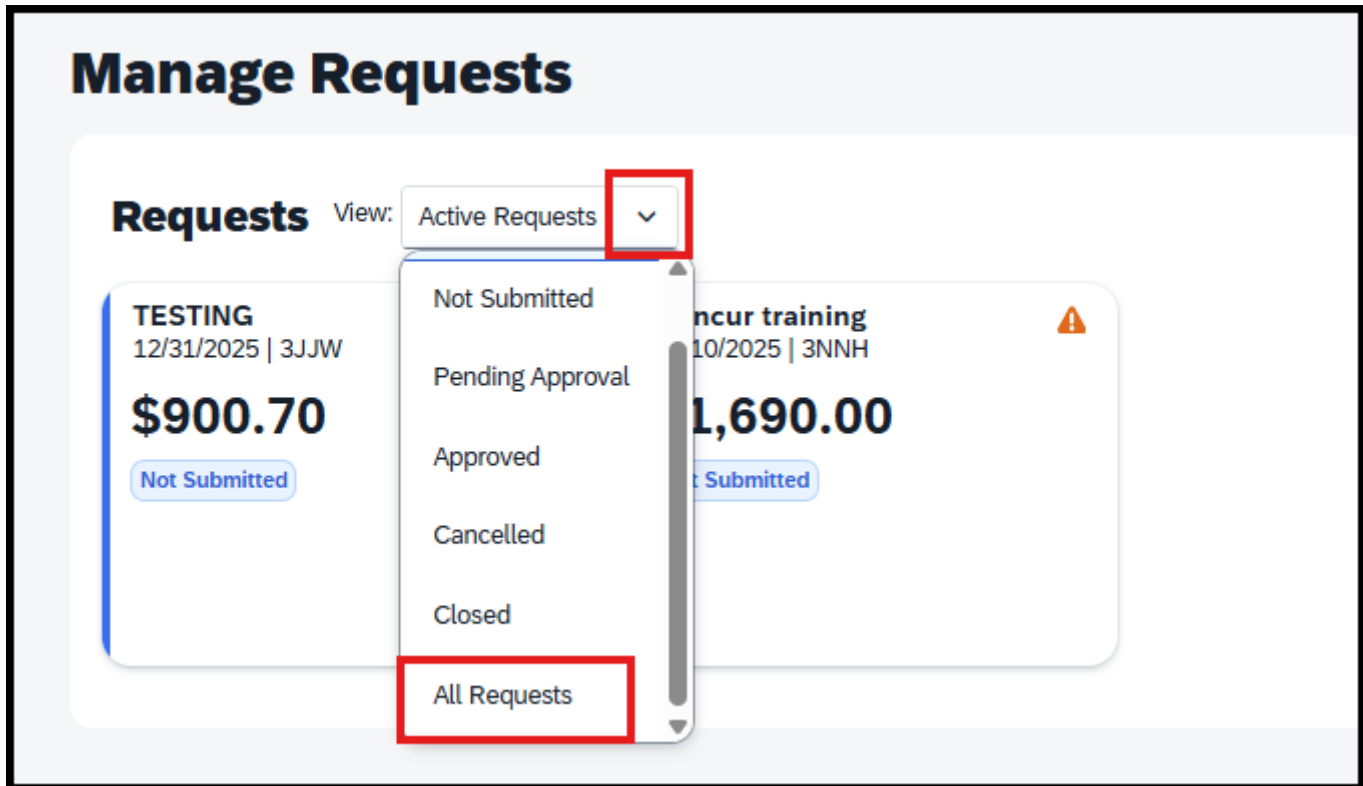
4

To find your **Travel Requests** select the **Arrow icon** on the left side of the screen & select **Manage Requests**.



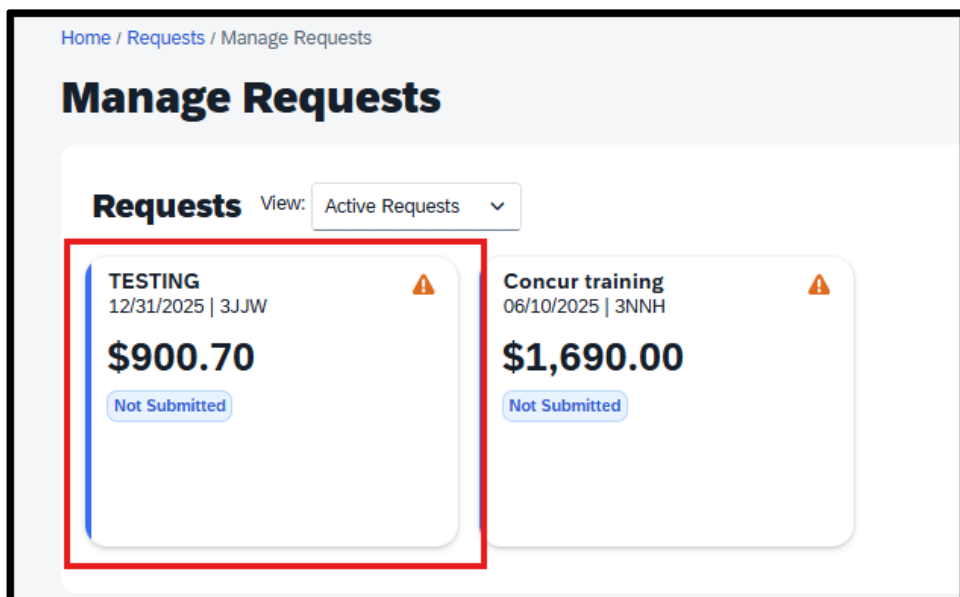
5

Find your **Travel Request**. If you don't see your request, change the View option to "**All Requests**".



6

Click on your **Travel Request**.



Click **Cancel Request** & enter a reason for the cancellation. The status will then change to "Cancelled".

Alerts: 1

**UC Riverside Univ, Career Fair 10.22.... \$90.00** Create Expense Report Cancel Request Close Request

Approved | Request ID: 3PYR

Request Details Print Attachments

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
Per Diem		08/28/2025	\$90.00	\$90.00 Allocated
				\$90.00

Create Expense Report Cancel Request Close Request

**Cancel Request**

Add a comment to explain why you are cancelling the request. Then click OK to confirm the cancellation.

Comment

Cancel OK