

SAP Concur

PROCUREMENT SERVICES DIVISION



End-USER Training

How to Edit the Freeze
Justification Field

The purpose of this job aid is to show how to update the purpose field for freeze justification in Concur.

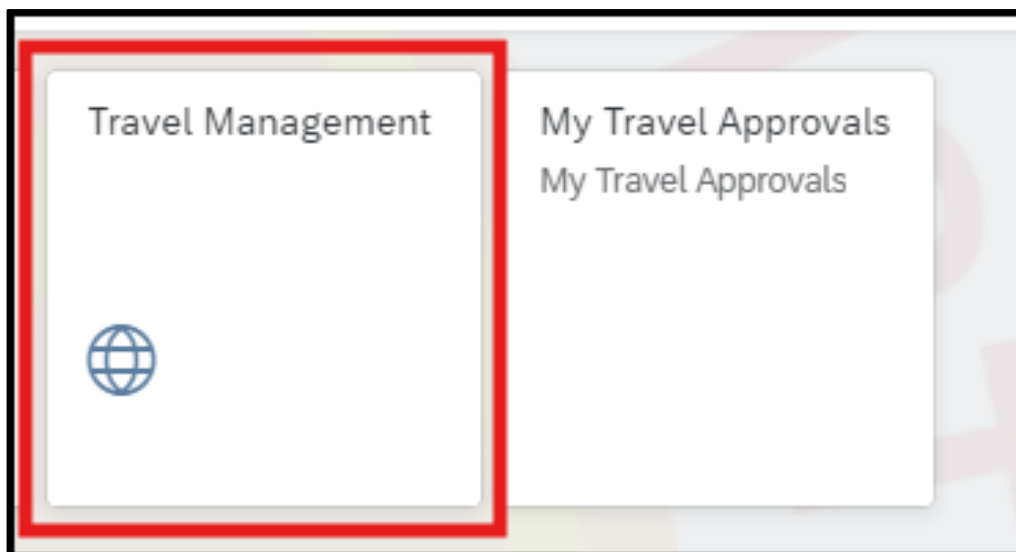
1

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



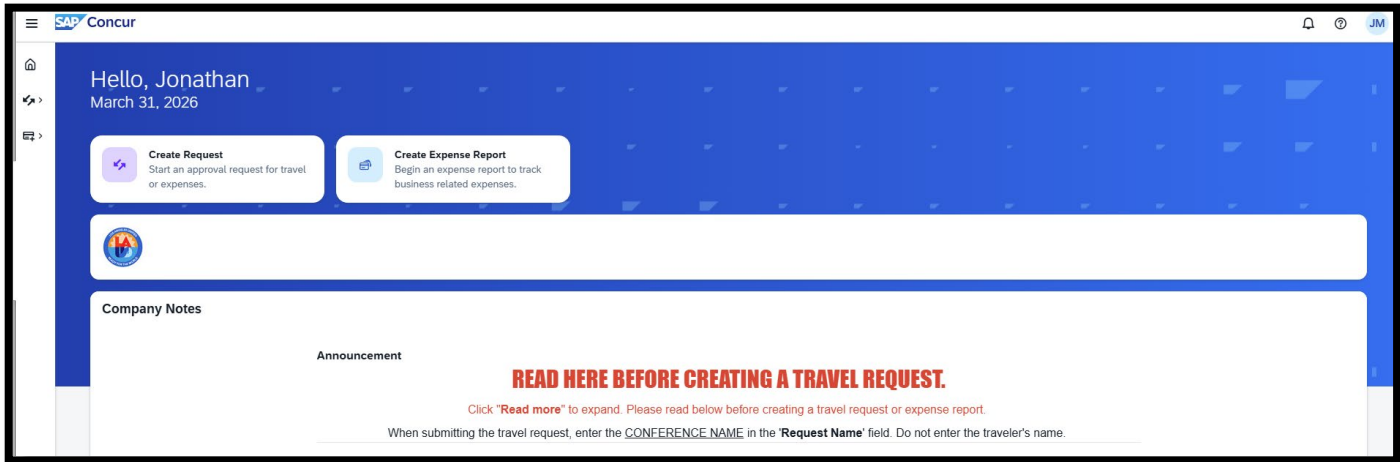
2

Click on the **Travel Management** tile.



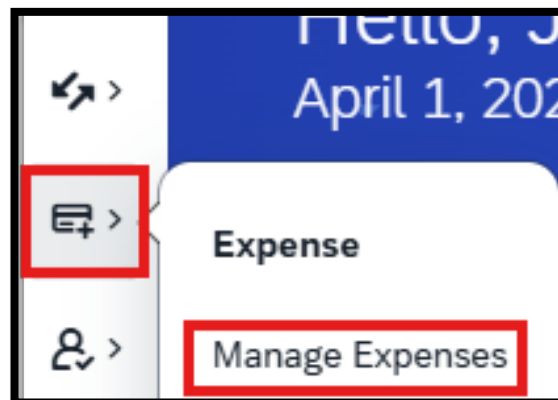
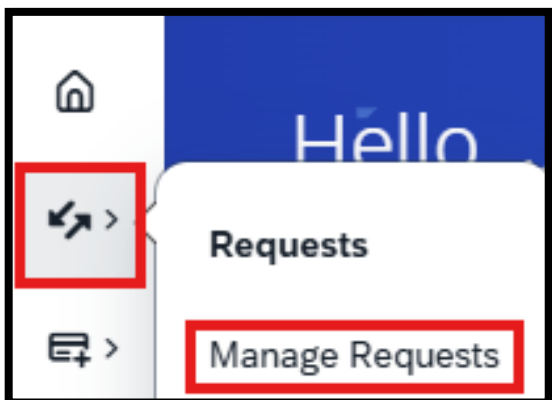
3

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**. To find your **Travel Expense Reports** select the **Credit Card icon** & select **Manage Expenses**.



5

Click on the tile of the **request** or **expense report** you want to edit.

Manage Requests

View: Active Requests ▾

School Pilot Testing 08/30/2024 33NX \$10.00 Not Submitted	Testing-Self booked in Concur 05/29/2024 33Q7 \$150.00 Ready to Book Approved - Pending Booking
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6

Click **Request Details** → **Edit Request Header**.

School Pilot Testing \$284.20

Not Submitted | Request ID: 33NX

Request Details ▾ Print ▾ Attachments ▾

- Request
- Edit Request Header**
- Request Timeline
- Audit Trail
- Allocation Summary

EXPENSES

Expense type↑↓

Hotel

7

Enter the reasoning in the **Purpose** field. Click **Save** and resubmit your request when ready.

Do not enter the conference name. Be specific (e.g., presenting on behalf of LAUSD, required grant training, award recipient, etc).

Edit Request Header

School Pilot Testing | Request ID: 33NX

Request Policy	Request Name *
*LAUSD Request Policy - Central Office	School Pilot Testing
Trip Activity Type List *	Start Date *
Conference – Classified	08/30/2024
Travel Destination *	Commitment Document Number ?
In State	
Main Destination Country/Region *	Purpose * 20/48
UNITED STATES (US)	School Pilot Testing