

SAP Concur

PROCUREMENT SERVICES DIVISION



End-USER Training

How to Find Out Why My
Request or Report Was
Rejected

The purpose of this job aid is to show how to check why a travel request or expense report was rejected.

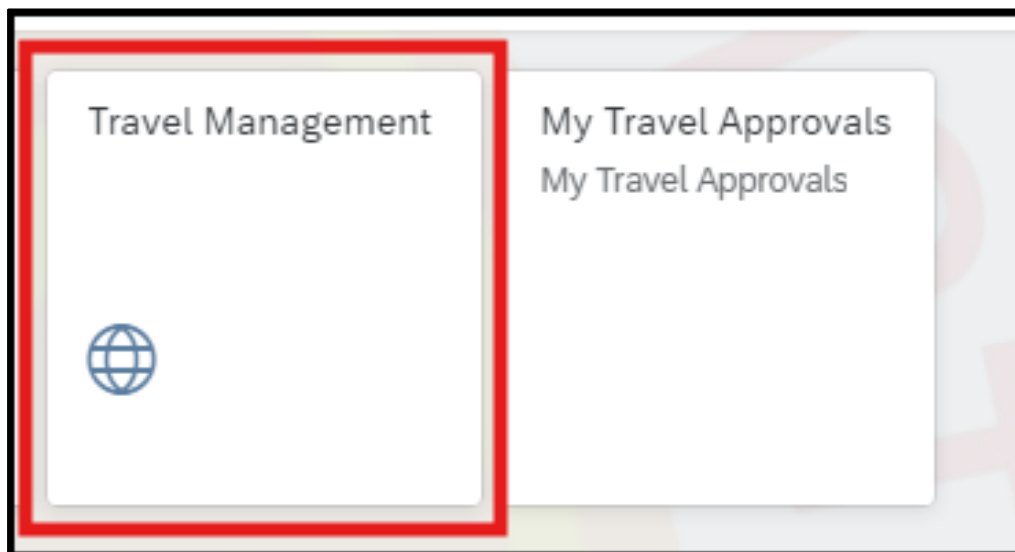
1

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



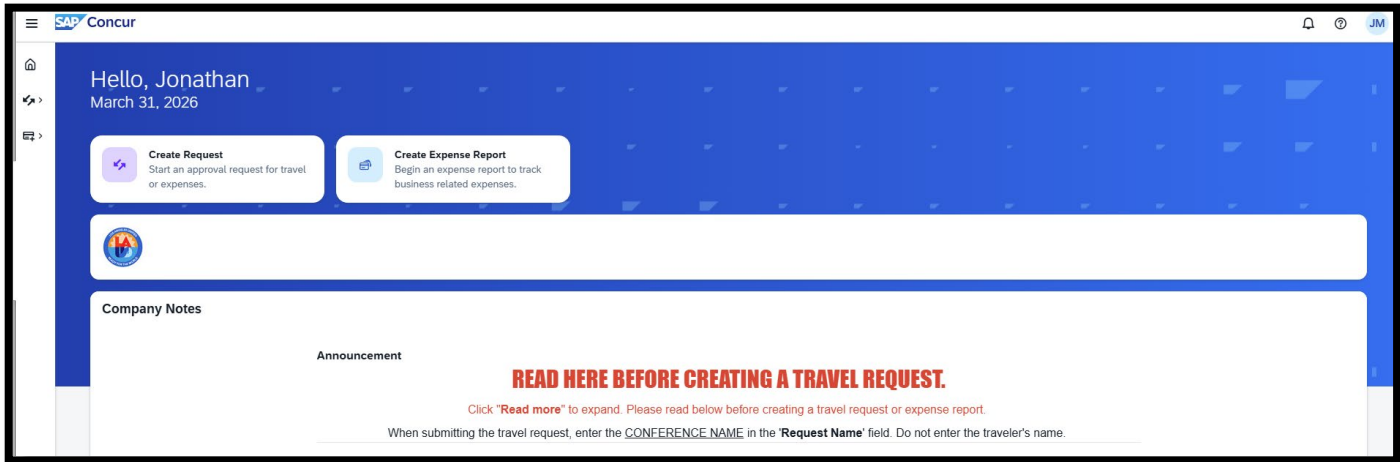
2

Click on the **Travel Management** tile.



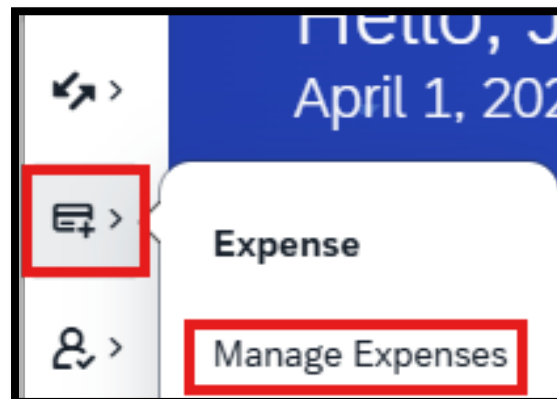
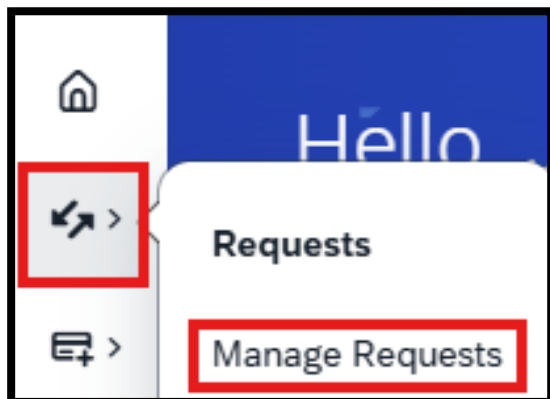
3

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



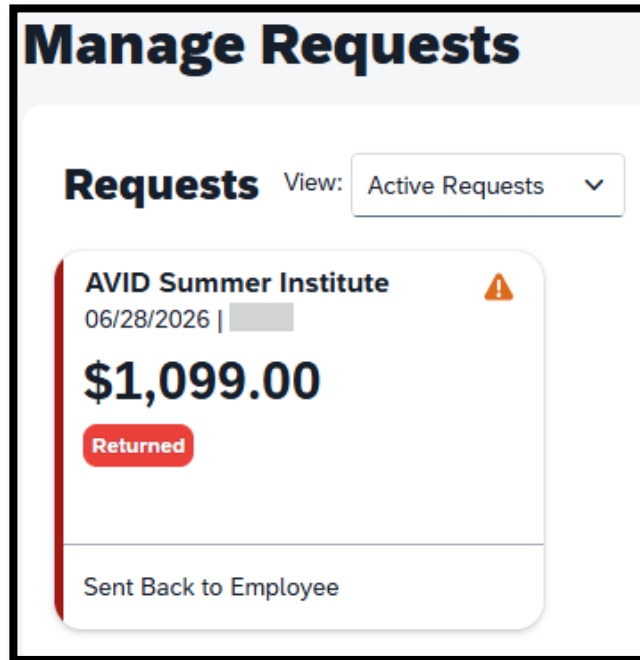
4

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**.



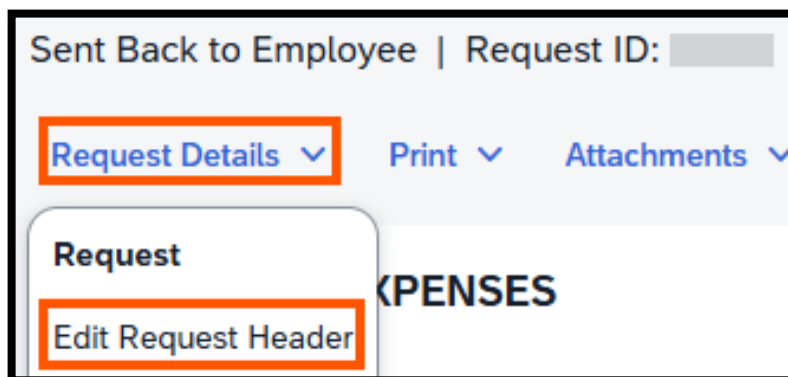
5

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



6

Click on **Request Details/Report Details** → **Edit Request Header** or **Edit Report Header**.



7

Scroll down to the bottom of the header to see **rejection notes** made by approvers or the system.

Concur System 06/02/2025

Travel Expense approval level Division Manager is rejected by user along with comments -

Concur System 06/02/2025

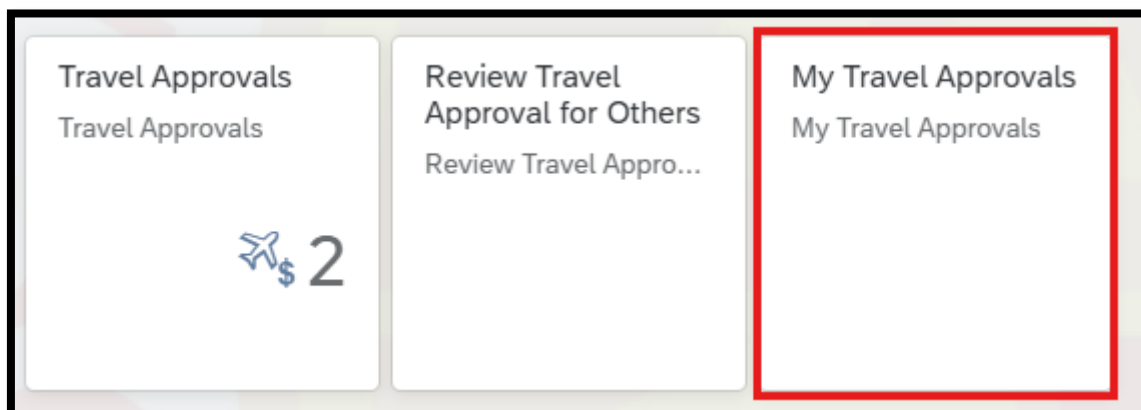
Funds Commitment : Invalid combination of Program and Organization. 14874 0001835202

Budget Check 06/10/2025

Annual budget exceeded by 585.34 USD

8

If you don't see the rejection comments, go back to your **ESS homepage** and click on **My Travel Approvals**.



9

Find your rejected **Travel Request** or **Travel Expense** and click on it.

Current Approval Status	Personal Number	Traveler Name	Traveler Cost Center Location Code
<input type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]

10

To the right, you will see the comments field. If an approver provided a rejection comment, it would display in this section.

[REDACTED] Travel Desk did not receive the request prior to the travel dates. Missing Conference Justification form.
07/21/2025 14:53:36