

# REQUEST: VIEWING A REQUEST

SAP Concur 

Requests

Travel

Expense

Approvals

Reporting ▾

App Center



# CAL POLY

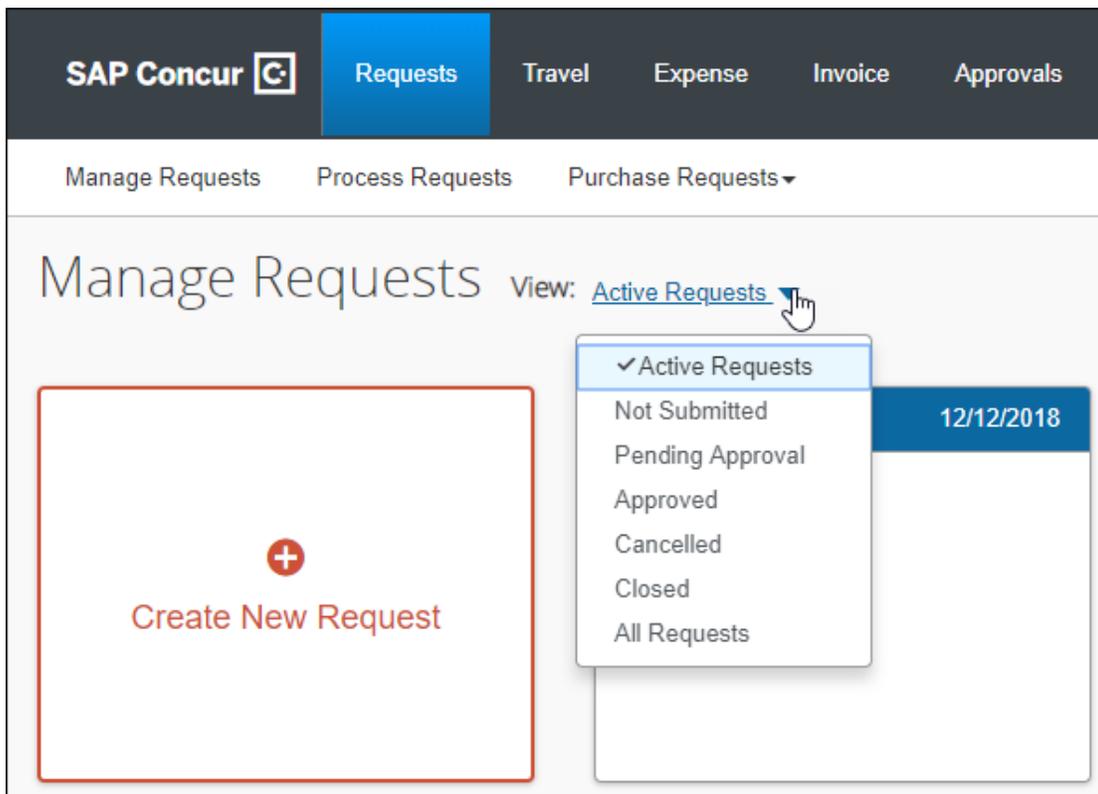
## Strategic Business Services

ADMINISTRATION & FINANCE

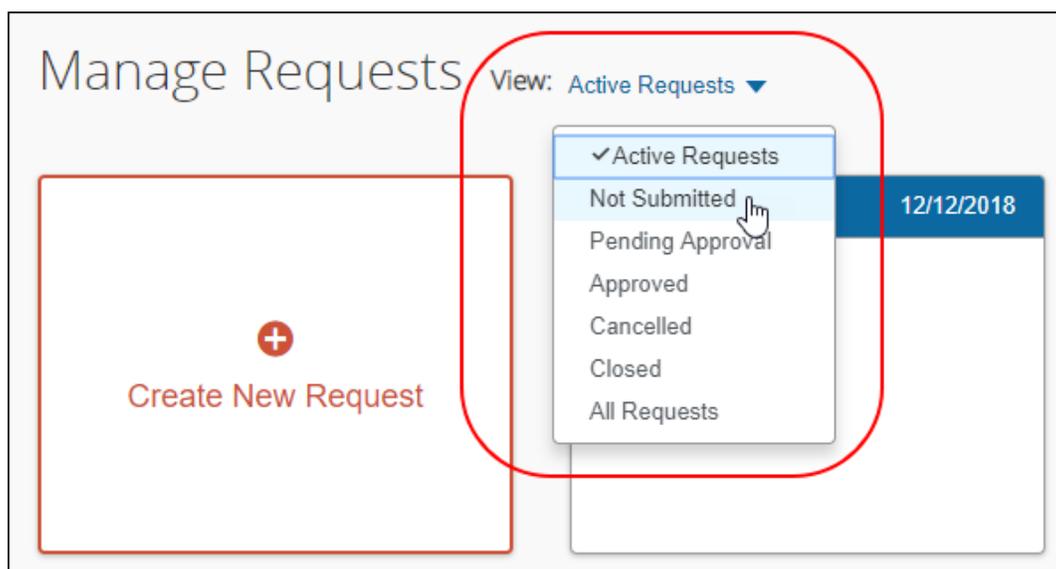
## Viewing a Request

Concur defaults to Active Requests on your Request Home Page, but you can easily view other requests:

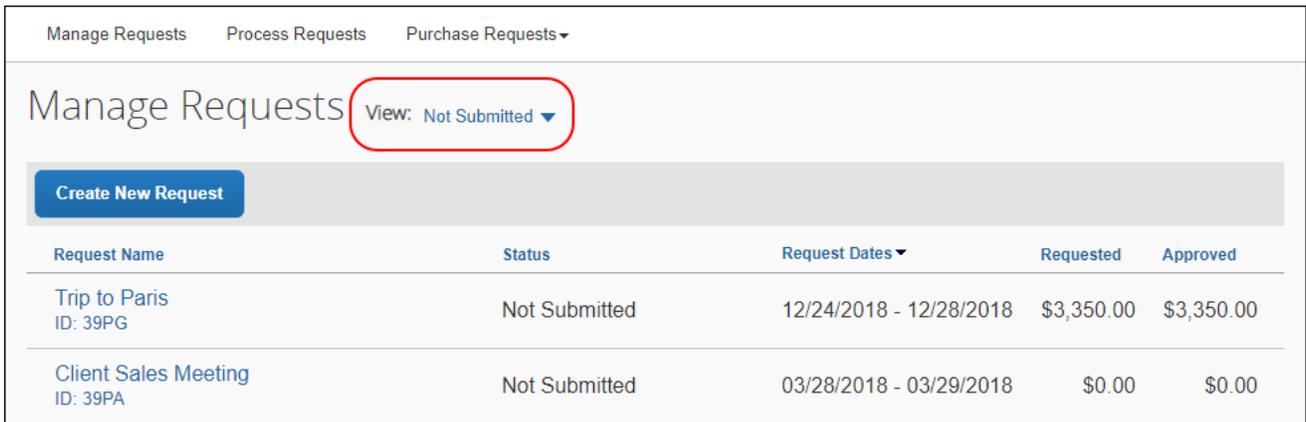
1. To View a Request, Click the arrow next to Active Requests on your Request Home Page.



2. From the **VIEW** list, select one of the request statuses or *All Requests*.



3. For example, if you select Not Submitted, the unsubmitted requests appear



Manage Requests    Process Requests    Purchase Requests ▾

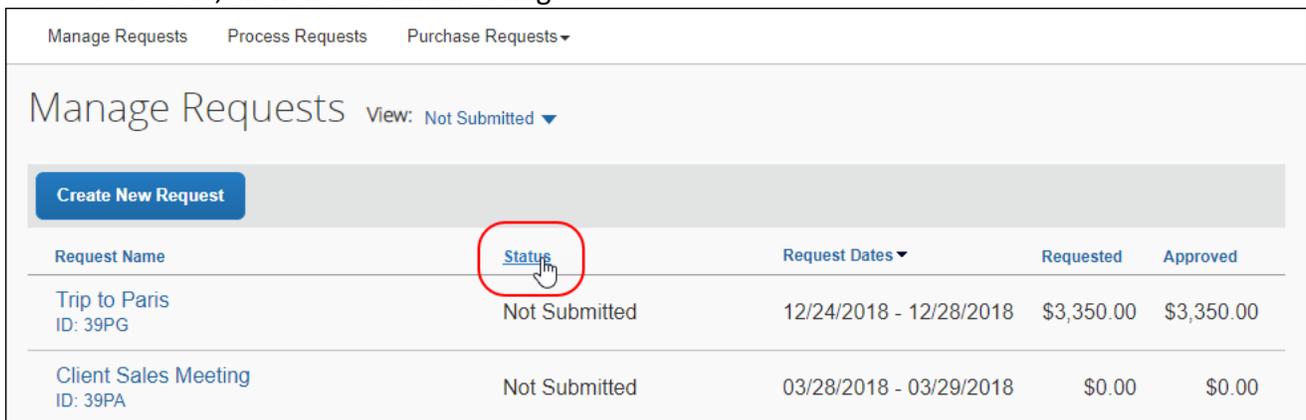
## Manage Requests

View: **Not Submitted** ▾

[Create New Request](#)

Request Name	Status	Request Dates ▾	Requested	Approved
Trip to Paris ID: 39PG	Not Submitted	12/24/2018 - 12/28/2018	\$3,350.00	\$3,350.00
Client Sales Meeting ID: 39PA	Not Submitted	03/28/2018 - 03/29/2018	\$0.00	\$0.00

4. To sort, click the column headings.



Manage Requests    Process Requests    Purchase Requests ▾

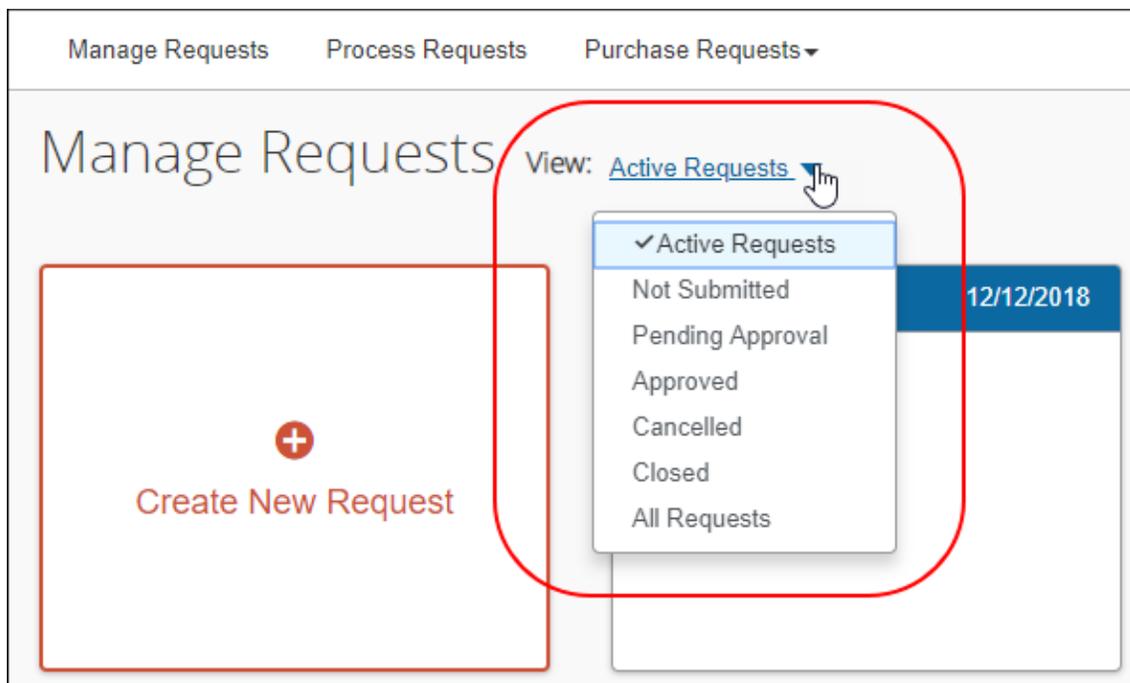
## Manage Requests

View: **Not Submitted** ▾

[Create New Request](#)

Request Name	<b>Status</b>	Request Dates ▾	Requested	Approved
Trip to Paris ID: 39PG	Not Submitted	12/24/2018 - 12/28/2018	\$3,350.00	\$3,350.00
Client Sales Meeting ID: 39PA	Not Submitted	03/28/2018 - 03/29/2018	\$0.00	\$0.00

5. To return to the active requests, select Active Requests in the **View** list.



Manage Requests    Process Requests    Purchase Requests ▾

## Manage Requests

View: **Active Requests** ▾

- ✓ Active Requests
- Not Submitted
- Pending Approval
- Approved
- Cancelled
- Closed
- All Requests

[Create New Request](#)

**Questions?** Please contact Stephanie Albright at [polytravel@calpoly.edu](mailto:polytravel@calpoly.edu)