REQUEST: VIEWING A REQUEST
**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.

4. To sort, click the column headings.

5. To return to the active requests, select Active Requests in the View list.
Questions? Please contact Stephanie Albright at polytravel@calpoly.edu