How to Resubmit a Travel Request for Approval in Concur

All non-essential travel requests will be cancelled. In order to resubmit the request in Concur, please follow the below steps:

**Step 1:** Click on the **Requests** Tab at the top of the Concur Header

**Step 2:** Click **View** and select **Cancelled Requests**.

**Step 3:** Click on the box on the left hand side of the cancelled request you want to copy.
**Step 4:** Click **Copy Request**

**Step 5:** Remove Copy of...in the **Request Name**

**Step 6:** Under **New Request**, enter your **Starting Date for New Request** (If you don’t, it will take the end date +1 from the original request.)
Step 7: You will get a pop up message that your request was successfully copied.

Step 8: You will see the copied request under your Active Requests. Click anywhere within your request box to access the request.

Step 9: Enter a comment of justification of why your travel is essential travel in the Comments field.

Step 10: Review Request Header, Segments, and Expense Tabs to make sure all information copied over correctly.

Step 11: Attach all documentation you had from your original request. Attachments do not copy over!

Step 12: Submit request by clicking Submit Request when ready. Your request must have, in the case of Academic Affairs, your Dean’s and Provost approval or for all other staff the approval of your Division Vice President. The approval workflow will be handled by your department/college budget approver.