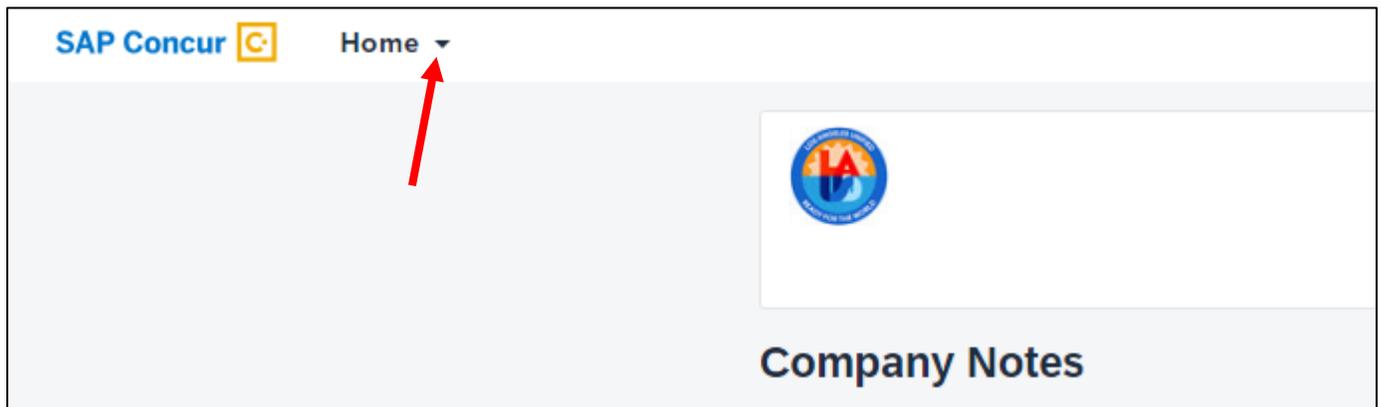


FIND OUT WHY YOUR REQUEST WAS REJECTED

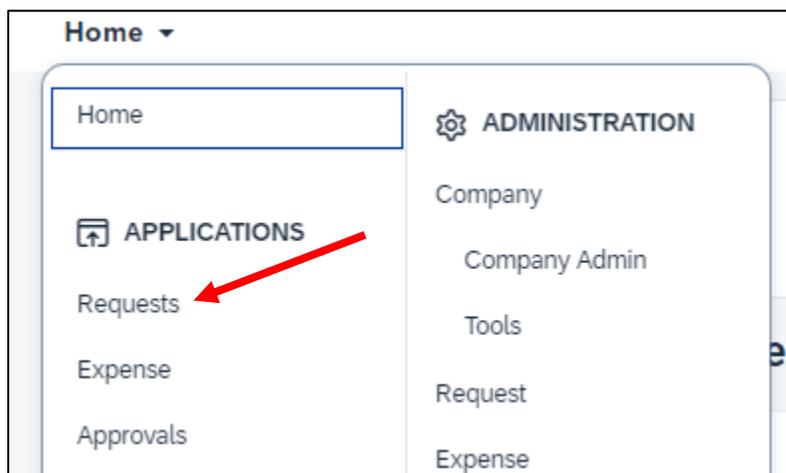
REJECTED

This job aid is to provide step-by-step instructions for employees to find out why the request was rejected

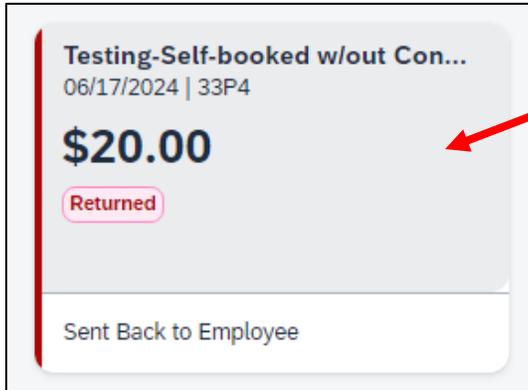
1. Log into Concur
2. Click on the down arrow icon next to Home



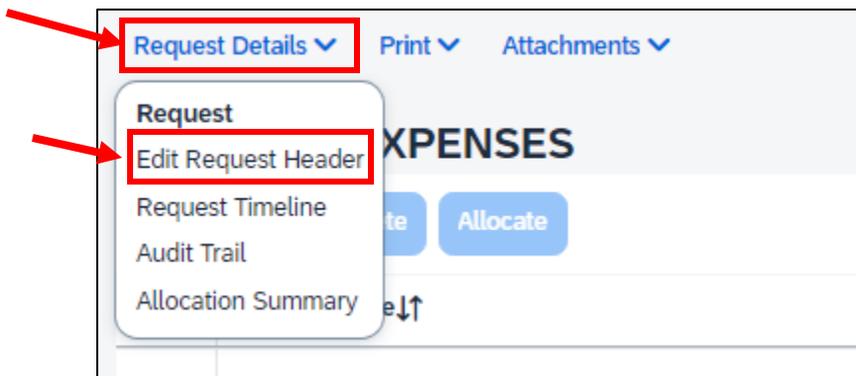
3. Click on "Request". (If your expense was rejected, click on Expense)



4. Click on the rejected trip tile.



5. Click on "Request Details" → "Edit Request Header".



6. Scroll down and you will see comments stating why the request was rejected.

