

Concur Travel QuickStart Guide



SAP Concur
Technologies
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Invoice

Expense

Travel

Request

Risk Messaging

SAP Concur for Mobile

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Welcome to SAP Concur

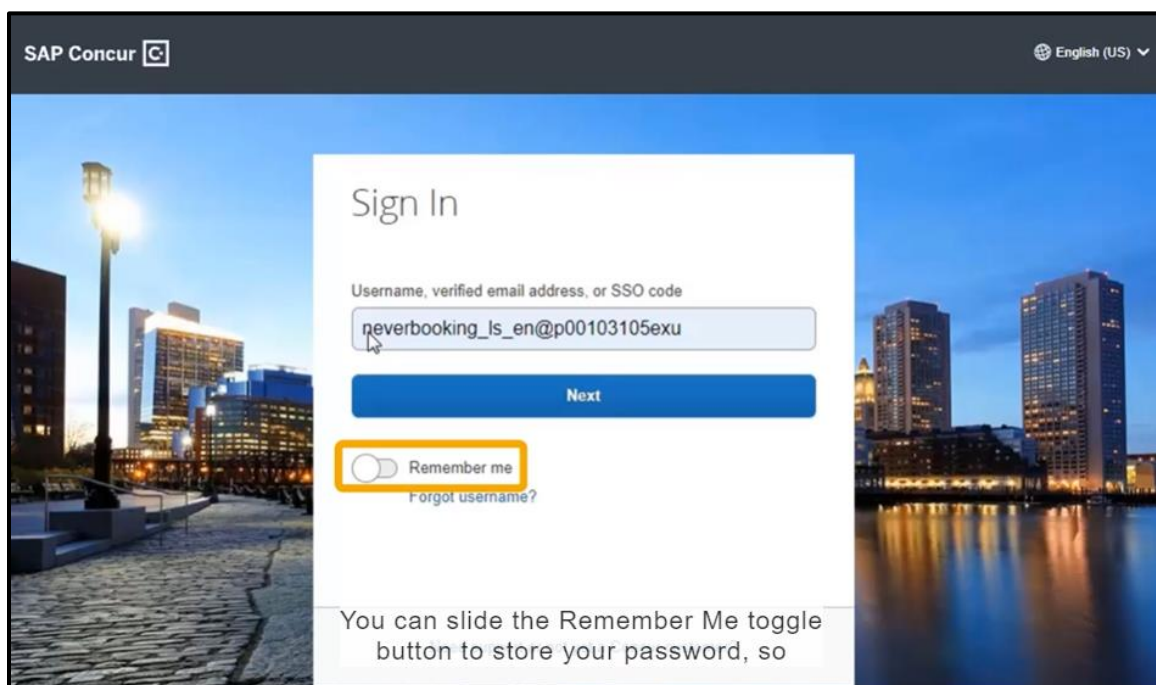
SAP Concur integrates expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all the tools you need to book your travel.

Signing In to SAP Concur

1. To sign in to SAP Concur, on the **Sign In** screen, enter your **Username**, and then select **Next**.

If you have forgotten your username, select the **Forgot username?** link.

You can slide the **Remember me** toggle button to store your password, so that you don't have to enter it the next time you sign in to SAP Concur from this device.



2. Enter your **Password**.

If this is your initial log in to SAP Concur, you enter the temporary password that was provided to you.

If you have forgotten your password, select the **Forgot password?** link.

3. Select **Sign In**.

Notes:

- Log on to SAP Concur following your company's logon instructions.
- Your password is case sensitive.
- If you are not sure how to log on, check with your company's administrator.

Updating Your Travel Profile

Before you use Concur Travel for the first time, you need to update your Travel profile. Even if you don't make any changes, you must **save** your profile before you can book a trip in Concur Travel.

Notes:

- Some companies have custom fields on this page. Check with your agency or Travel administrator if you need information about your custom profile fields.
- Depending on your company's configuration, some of these options might not be available to you. For more information, check with your SAP Concur administrator.
- Depending on your company's configuration, this area in Profile may appear even if your company does not use Concur Travel.

Use the Travel profile options to set or change your personal Travel preferences and settings, which include:

- Assistant or travel arranger
- Credit card
- Email options
- E-Receipts
- Language
- Password
- Personal preferences (name, address, emergency contact, credit card)
- Regional preferences (number format, date format, language)
- Register for SAP Concur for Mobile
- Travel preferences (air, hotel, car rental, rail preferences)
- Travel vacation reassignment and other preferences and settings (default home page, calendar, emails, accessibility mode)

Travel Arranger

To administer travel for another user

1. If you are a travel arranger and you want to change the profile of one of your users, select **Profile**.
2. In the **Administer for another user** field, type the first few letters of the user's name.
3. Select the appropriate user from the search results, and then select **Start Session**.




Accessing your Travel Profile

To access your Concur Travel profile information

4. Select **Profile > Profile Settings**.
5. On the **Profile Options** page, select the appropriate **Travel Settings** links on the left side of the page.

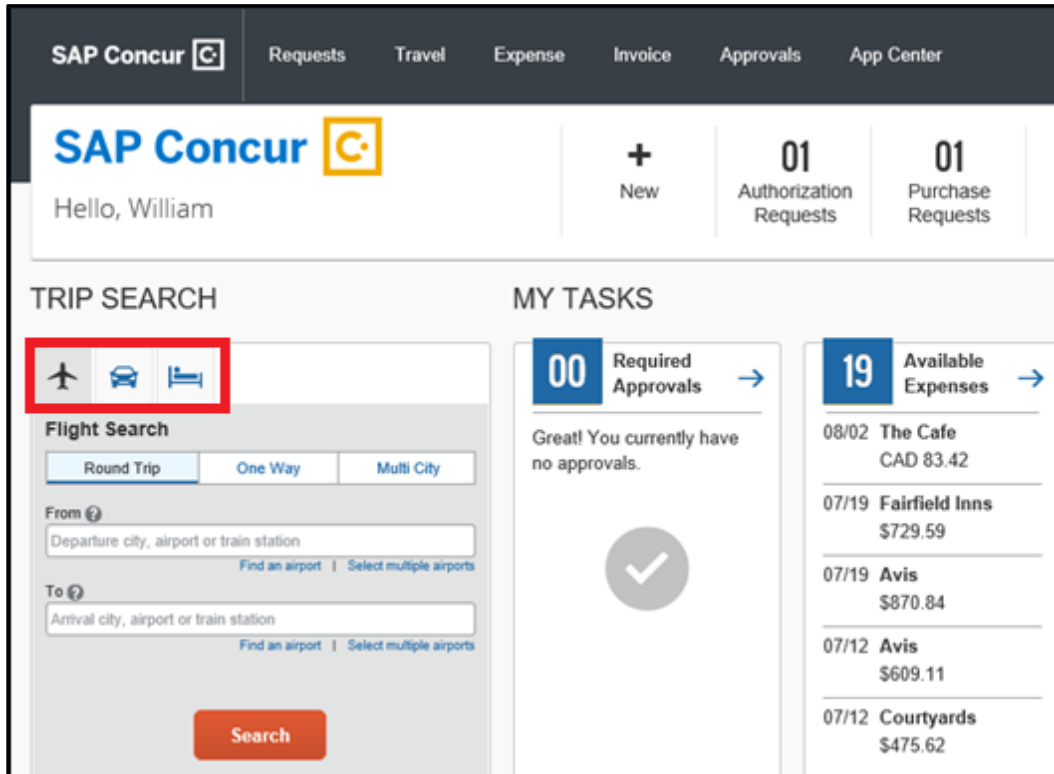
The screenshot shows the SAP Concur user interface. At the top, there's a navigation bar with tabs for Requests, Travel, Expense, Invoice, Approvals, and App Center. A 'Profile' dropdown menu is visible in the top right. Below this, a sub-navigation bar lists options: Profile, Personal Information, Change Password, System Settings, Concur Mobile Registration, and Travel Vacation Reassignment. The main content area is titled 'Profile Options' and includes a sidebar on the left with a list of settings. The 'Travel Settings' section in the sidebar is highlighted with a red rectangle. The main content area lists various settings such as Personal Information, System Settings, Contact Information, Setup Travel Assistants, Travel Profile Options, Expense Delegates, Expense Preferences, Change Password, Company Car, and Concur Mobile Registration.

Booking a Flight

From the SAP Concur home page, use the Flight  tab to book a flight by itself or with car rental and/or hotel reservations. To book car and hotel reservations *without* a flight, use the Hotel  and Car  Search tabs, respectively.

You can access the Flight  tab (or Air / Rail ) by doing the following:

- From the SAP Concur home page, select **Travel** on the menu.
- Select the SAP Concur logo from the left side of the menu.




The screenshot shows the SAP Concur home page. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. Below this, the 'SAP Concur' logo is displayed, along with a greeting 'Hello, William'. To the right, there are counts for 'New' requests, '01 Authorization Requests', and '01 Purchase Requests'. The main content area is divided into 'TRIP SEARCH' and 'MY TASKS'. In the 'TRIP SEARCH' section, the 'Flight Search' tab is highlighted with a red box. Below it, there are fields for 'From' (Departure city, airport or train station) and 'To' (Arrival city, airport or train station), each with a 'Find an airport' and 'Select multiple airports' link. A 'Search' button is at the bottom. The 'MY TASKS' section shows '00 Required Approvals' and '19 Available Expenses'. The 'Available Expenses' list includes items like 'The Cafe' (CAD 83.42), 'Fairfield Inns' (\$729.59), 'Avis' (\$870.84), 'Avis' (\$609.11), and 'Courtyards' (\$475.62).

Step 1: Start the Search

1. Select one of the following types of flight options:
 - Round Trip
 - One Way
 - Multi City
2. In the **From** and **To** fields, enter the departure and arrival cities for your travel.

When you enter a city, airport name, or airport code, SAP Concur will automatically search for a match.

Note: Use the **Find an airport** and **Select multiple airports** links as needed.
3. Select in the **Depart** and **Return** date fields, and then select the appropriate dates from the calendar. Use the remaining fields in this section to define the appropriate time range.

4. Select the  arrow to the right of the time window to see a graphical display of nonstop flights available for the routing and date you have selected. This allows you to adjust your search criteria, and if necessary, to see/reserve nonstop flights.

Notes:

- The graphical display is based on flight schedule data. It will not show any rail options, and it cannot take refundability or class of service preferences into account.
 - Each green bar represents 30 minutes of time. Place your mouse pointer over a green bar to see all of the flights available for that time slot.
 - If you change locations or dates, select **refresh graph** for more data.
5. If you need a car, select the **Pick-up / Drop-off car at airport** check box.



☐ Pick-up/Drop-off car at airport
☐ Find a Hotel

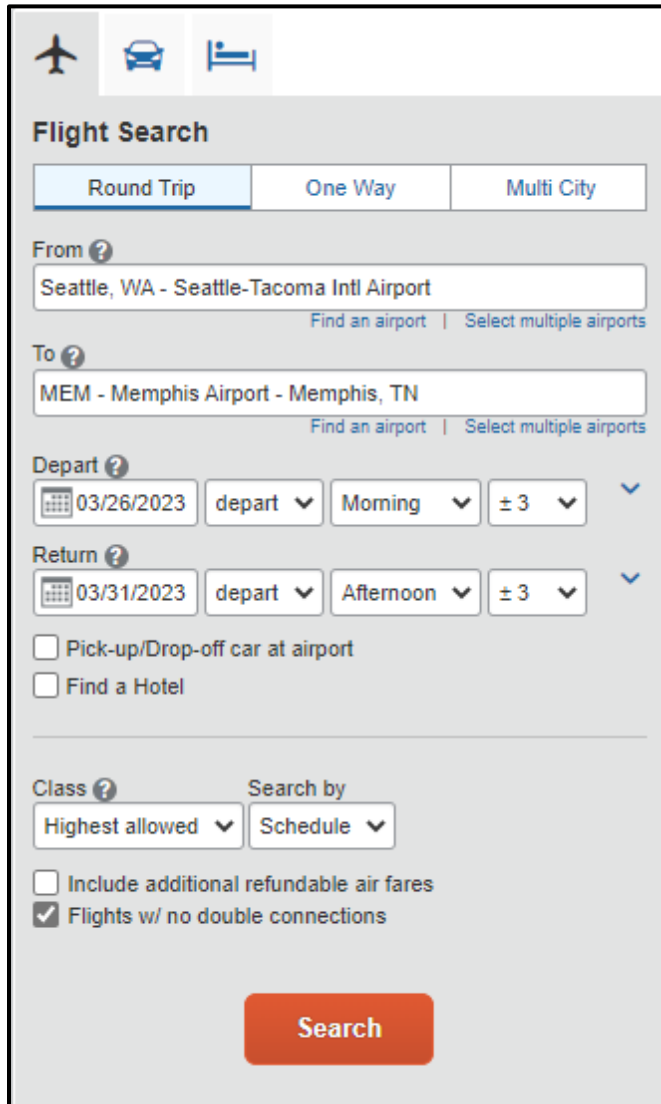
- Depending on your company's configuration, you might be able to automatically reserve a car, allowing you to bypass viewing the car search results. When you select this option, additional fields appear. Select a vendor and car type; the car is automatically added to your reservation.
 - If you need an off-airport car or have other special requests, you can skip this step and add a car later from your itinerary.
6. If you need a hotel, select the **Find a Hotel** check box.
 7. Depending on your company's configuration, you might be able to specify an airline. If so, the **Specify airline** check box appears.

Note: You can only search for one vendor at a time, and this will override the preferred airline searches normally done for all of the frequent flyer number carriers. If you select the **Specify airline** check box, a list of carriers appears that are color coded:

 - The first (yellow) are the frequent flyer carriers.
 - The second (gray/khaki) are the most requested airlines.
 - The remaining airlines are in alphabetical order.
 8. Depending on your company's configuration, you might be able to book a reservation for a companion. If so, select from the **Number of adults** list.

Note: If a companion is selected, the payment screen provides the option to use the credit card from the companion's profile.
 9. Depending on your company's configuration, you might be able to select the appropriate **Class** of service.
 10. From the **Search by** dropdown list, select either **Price** or **Schedule**. (Depending on your company's configuration, you might not have these options, or you might have an additional option: **Multi-Fare**.)
 11. To search only for refundable flights, select the **Refundable only air fares** check box.

12. If necessary, uncheck the **Flight w/ no double connections** check box.
13. Select **Search**.



The image shows a flight search interface. At the top, there are three icons: an airplane, a car, and a bed. Below these is the 'Flight Search' section. It has three tabs: 'Round Trip' (selected), 'One Way', and 'Multi City'. The 'From' field is set to 'Seattle, WA - Seattle-Tacoma Intl Airport' with a 'Find an airport' link and a 'Select multiple airports' link. The 'To' field is set to 'MEM - Memphis Airport - Memphis, TN' with similar links. The 'Depart' section shows a date of '03/26/2023', a 'depart' dropdown, a 'Morning' time dropdown, and a '± 3' dropdown. The 'Return' section shows a date of '03/31/2023', a 'depart' dropdown, an 'Afternoon' time dropdown, and a '± 3' dropdown. There are two checkboxes: 'Pick-up/Drop-off car at airport' (unchecked) and 'Find a Hotel' (unchecked). Below these are 'Class' and 'Search by' dropdowns, both set to 'Highest allowed' and 'Schedule' respectively. At the bottom, there are two checkboxes: 'Include additional refundable air fares' (unchecked) and 'Flights w/ no double connections' (checked). A large orange 'Search' button is at the bottom right.

Flight Search

Round Trip One Way Multi City

From ?
Seattle, WA - Seattle-Tacoma Intl Airport
[Find an airport](#) | [Select multiple airports](#)

To ?
MEM - Memphis Airport - Memphis, TN
[Find an airport](#) | [Select multiple airports](#)

Depart ?
03/26/2023 depart Morning ± 3

Return ?
03/31/2023 depart Afternoon ± 3

☐ Pick-up/Drop-off car at airport
☐ Find a Hotel

Class ? Search by
Highest allowed Schedule

☐ Include additional refundable air fares
☒ Flights w/ no double connections

Search

Step 2: Select a flight

1. On the **Select Flights** page:
 - a. If you selected **Price** on the previous page, the **Shop by Fares** tab is initially active. Select either the **Shop by Fares** or **Shop by Schedule** tab for the appropriate flight information.
 - b. Select the **View Fares** button for the flights that you want to purchase.

SEATTLE, WA TO MEMPHIS, TN
SUN, MAR 26 - FRI, MAR 31

Show as USD ▼

[Hide matrix](#) [Print / Email](#)

All 100 results	Alaska Airlines	American Airlines	United	Delta	Multiple
	Preferred				
1 stop 93 results	795.40 2 results	620.40 28 results	620.40 8 results	745.40 33 results	777.40 22 results
2 stops 7 results	—	—	771.19 3 results	—	896.19 4 results

[Shop by Fares](#) [Shop by Schedule](#)

Flight Number Search Sorted By: Price - Low to High ▼

Displaying: 100 out of 100 results.
[Previous](#) | Page: 1 of 10 | [Next](#) | [All](#)

	10:55a SEA → 10:04p MEM United 1467, 1612	1 stop ORD 9h 09m	\$620.40
	02:42p MEM → 09:19p SEA United 2228, 795	1 stop DEN 8h 37m	View Fares

- c. If you selected **Schedule** on the previous page, the **Depart** tab is initially active. Select the **Select** button for the flights that you want to purchase from the **Depart** and **Return** tabs.

[Depart](#) [Return](#)

Seattle, WA - Sun, Mar 26

Flight Number Search Sorted By: Depart - Earliest ▼

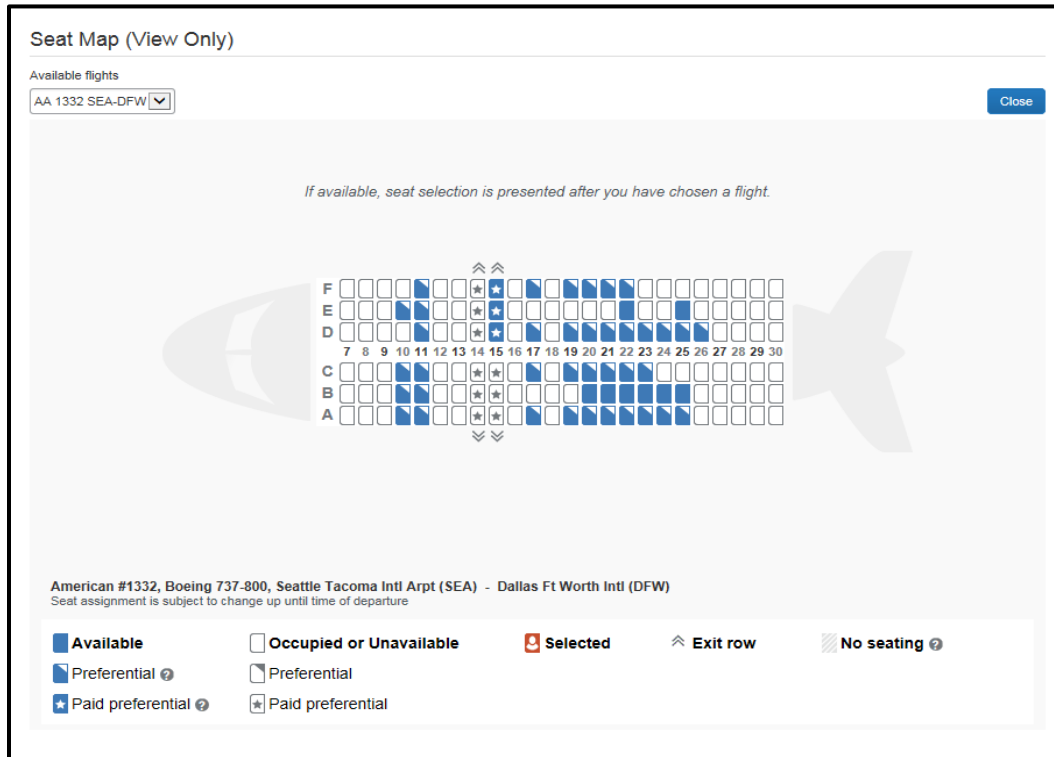
Displaying: 50 out of 50 results.
[Previous](#) 1 2 3 4 5 [Next](#) | [All](#)

	06:00a SEA → 08:27a LAS Spirit Airlines	Nonstop Economy	Select
	09:30a LAS → 02:50p MEM Spirit Airlines	Nonstop Economy	

6h 50m / Spirit Airlines 496, Spirit Airlines 3374 - [View seats](#)
32A (Worldspan)

2. Select the **Hide Matrix** link to view additional information on the screen.
3. Review the flight details for your trip.

Note: Depending on your airfare provider, you can select the **View seats** link to select your seat on the flight. Select the appropriate **Available** seat from the **Seat Map**.



4. On the **Review and Reserve Flight** page you can:
 - Review the flight details
 - Enter traveler information
 - Select frequent flyer programs
 - Select your seat assignment
 - Review the price summary
 - Select your method of payment
5. Select **Reserve Flight and Continue**.

Step 3: Select a rental car

If you requested a car on the **Flight** tab (or **Air / Rail**) **Search**, the rental car search results appear. For information about booking a rental car, see [Booking a Car](#) in this document.

Step 4: Select a hotel

If you requested a hotel on the **Flight** tab (or **Air / Rail**) **Search**, the hotel search results appear. For information about booking a hotel, see [Booking a Hotel](#) in this document.

Step 5: Review the Travel Details page (itinerary)

Review and change your itinerary, if necessary.

1. In the **Trip Overview** section:
 - a. Review the information for accuracy.
 - b. In the **I want to** section, print or email your itinerary as appropriate.
 - c. In the **Add to your Itinerary** section, add a car, hotel, Wi-Fi, etc., as needed.

Travel Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from Seattle to Memphis
[\(Edit\)](#)

Start Date: March 26, 2023

End Date: March 31, 2023

Created: March 14, 2023, William Never
 (Modified: March 14, 2023)

Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: 2BV9NZ

Passengers: William.Nate Never

Total Estimated Cost: \$620.40 USD [\(Details\)](#)

Add to your Itinerary

[Car](#) [Hotel](#)

Booked outside Concur? Enter your trip manually or connect with Tript

2. Under **Reservations**, in the **Flight** section:
 - a. Verify the information for accuracy.
 - b. Select **Change Seat** if you want to change your seat option (depending on the airline).
 - c. Your company might allow you to change or cancel your flight from the itinerary page. If so, select **Change** or **Cancel all Air**, and then follow the prompts to change your outbound or return flight.

Travelers given the option to change a flight will be able to select a different date or time for the trip but must stay on the same airline.

Note: Changing a flight can result in fare changes. If this option is available to you, please make sure to check with your travel agency on fare differences.

- d. If you want to cancel your flight, select **Cancel all Air**.

RESERVATIONS

Sunday, March 26, 2023

Flight **Seattle, WA (SEA) to Chicago, IL (ORD)** [Cancel all Air](#)

United 1467

Departure: 10:55 AM
 Seattle-Tacoma Intl Airport (SEA)
 Duration: 4 hours, 9 minutes
 Nonstop

Confirmation:
JX53DJ
 Status: Confirmed

Seat: 38C
[Change seat](#)

Arrival: 05:04 PM
 Chicago O'Hare Intl Airport (ORD)
 Terminal: 1

Additional Details
 Aircraft: Boeing 737 MAX 9 Distance: 1716 miles
 E-Ticket
 Cabin: ECONOMY (V) Meal: Food for purchase

3 hr, 8 min layover at Chicago O'Hare Intl Airport (ORD)

3. Review the remaining sections as necessary and make the appropriate changes.
4. Review the **Total Estimated Cost** section.
5. Select **Next**.

Step 6: Review the booking information

1. Use the **Trip Booking Information** page to enter additional information about your trip.

2. Enter or modify your **Trip Name**. This is how the trip will appear on your itinerary and in the automated email from SAP Concur.
3. Enter a **Trip Description** (optional).
4. Indicate if there is anyone else who should receive the initial confirmation email. Enter as many recipients as needed, separated by commas.
 - If you book the trip, you will automatically receive the email.
 - If you book as an arranger, you will also receive the email.
5. Choose your preferred email format, either plain text or HTML.

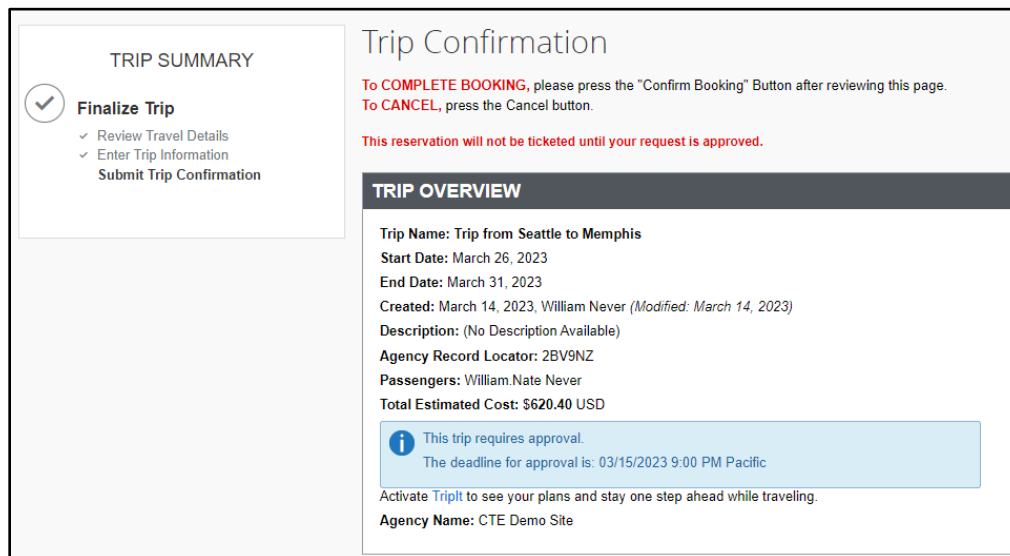
Some companies do not offer travelers this option and always send plain-text email.
6. Depending on your company's configuration, you might be able to choose whether you would like to receive directions or maps to the hotel. This information will be part of the initial email from SAP Concur.
7. Depending on your company's configuration, your company may require billing information. If so, make sure to complete this information if requested.

Note: Your company might offer its travelers the option to hold a trip. Travel will always display the length of time this trip can be held on this page. **Pay close**

attention to the date and time displayed; if the trip is not submitted, approved, and ticketed by the date and time displayed, in most cases it will be automatically cancelled.

8. Select **Next**.

SAP Concur displays your itinerary on the **Trip Confirmation** page. This itinerary will include any messages about ticketing policies.



TRIP SUMMARY

✓ **Finalize Trip**

- ✓ Review Travel Details
- ✓ Enter Trip Information
- Submit Trip Confirmation

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

This reservation will not be ticketed until your request is approved.

TRIP OVERVIEW

Trip Name: Trip from Seattle to Memphis
Start Date: March 26, 2023
End Date: March 31, 2023
Created: March 14, 2023, William Never (Modified: March 14, 2023)
Description: (No Description Available)
Agency Record Locator: 2BV9NZ
Passengers: William.Nate Never
Total Estimated Cost: \$620.40 USD

i This trip requires approval.
The deadline for approval is: 03/15/2023 9:00 PM Pacific

Activate [Triplt](#) to see your plans and stay one step ahead while traveling.
Agency Name: CTE Demo Site

Step 7: Purchase the ticket

1. Scroll down and select **Confirm Booking** to send your request to your manager for approval and the travel agent. Depending on your company's configuration, the **Pre-populating Your Expense Report** page appears. You can add transportation expenses for your trip to and from the airport.
2. Select **Finish**.

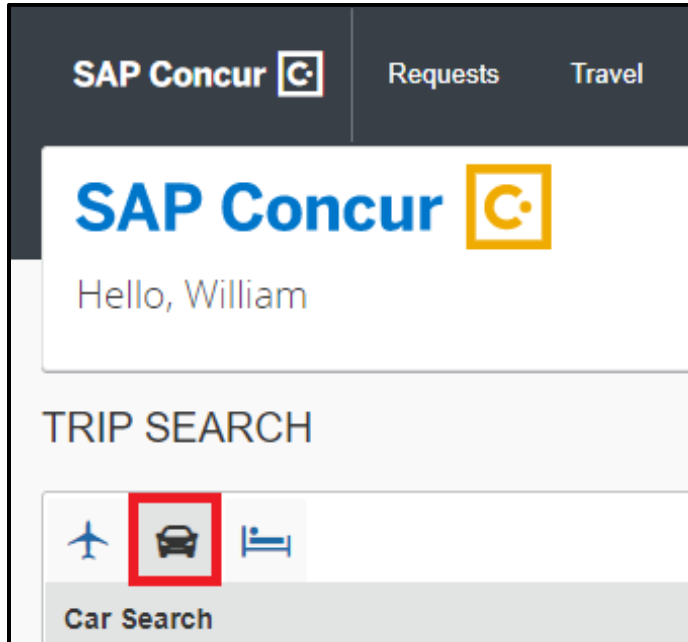
The **Finished!** screen shows your confirmation number and information to contact the travel agent.

3. Select **Return to Travel Center**.

Booking a Car

Step 1: Use the Car tab

1. If you require a car *but not airfare*, select the **Car**  tab.



2. Enter your **Pick-up** and **Drop-off** dates and times.
3. In the **Pick-up car at** section, select either:
 - **Airport Terminal**, and then type the city or the Airport code
 - **Off-Airport**, and then enter (or search for) the location (depending on your company's configuration, you might be able to have a car delivered to or picked up from your company location).
4. Select the **Return car to another location** checkbox if needed.
Additional fields appear. Choose the appropriate location.
5. To see additional search preferences, select **More Search Options**.
 - a. Select the **Car Type**.
 - b. Select smoking or non-smoking.
 - c. Select the preferred vendors.
6. Select **Search**.

Step 2: Filter the results (as needed)

There are two sets of filters: a matrix at the top of the page that you can show or hide, and one on the left side of the page.

TRIP SUMMARY

Select a Car
 Pick-up: Sun, 03/26/2023
 Drop-off: Fri, 03/31/2023

Finalize Trip

☒ Use my default credit card: 'Corp Travel Card'.

Change Car Search

Car Display Filters

☐ Unlimited miles
☐ Air conditioning
☐ Hybrid

Car Transmission
☐ Automatic
☐ Manual

PICK UP: (MEM) ON SUN, MAR 26 12:00 PM
 RETURN: FRI, MAR 31 12:00 PM

Show as USD

Hide matrix Print / Email

All 57 results	Compact	Economy	Intermediate	Standard	Full-size	Premium	Luxury
AVIS Most Preferred	664.58	664.58	665.85	667.12	667.12	771.67	804.82
dollar.	281.26	416.61	286.10	290.97	295.80	347.65	362.15
Hertz	602.33	607.42	609.96	406.87	419.64	493.82	512.33
Enterprise	449.30	407.73	449.70	602.67	448.72	538.45	560.89
Alamo	449.30	509.71	449.70	667.09	603.30	--	--

Sorted By: Policy - Most Compliant

Displaying: 38 out of 38 results.

Previous 1 2 3 4 Next | All

AVIS Compact Car - \$96.00 per day (Worldspan)
 Automatic transmission
 Unlimited miles, Pick-up: Terminal: MEM
 Adults: 2, Children: 2, Large bags: 1, Small bags: 2
 \$479.99 weekly rate

Total cost \$664.58

7. Select your filter options from the matrix, and from the **Car Display Filters** section on the left.
8. Select the fare button for the car you want to rent.
9. In the **Review and Reserve** section, select the appropriate options.
 - a. **Provide Rental Car Preferences:** Enter any necessary information in the **Comments** field, and then select any additional preferences that you want.
 - b. **Enter Driver Information:** To add a Rental car Agency Program, select the **Add a Program** link.
 - c. **Select a Method of Payment:** If you set up a credit card as the default in your profile, the credit card appears. Select the credit card you want to use from the dropdown list. To add a credit card, select the **Add a credit card** link.
10. If you want to change your search, in the **Change Car Search** area:
 - a. Change your pick-up and drop-off dates and times, and your pick-up and drop-off locations.
 - b. Expand **More Search Options** to select the car type and vendors that you prefer.
 - c. Select **Search**.
 Travel displays the new results.
11. In the **Travel Details** section:
 - a. Select the appropriate links to print or e-mail your itinerary, and follow the prompts.
 - b. Select **Change** or **Cancel** if needed, and then follow the prompts to change your reservation.
12. Select **Next**.

13. Select **Reserve Car and Continue**.
14. On the **Trip Booking Information** page:
 - a. Enter or modify your **Trip Name**.

This is how the trip will appear on your itinerary and in the automated email from SAP Concur.
 - b. Enter a **Trip Description** (optional).
 - c. Indicate if there is anyone else who should receive the initial confirmation email.

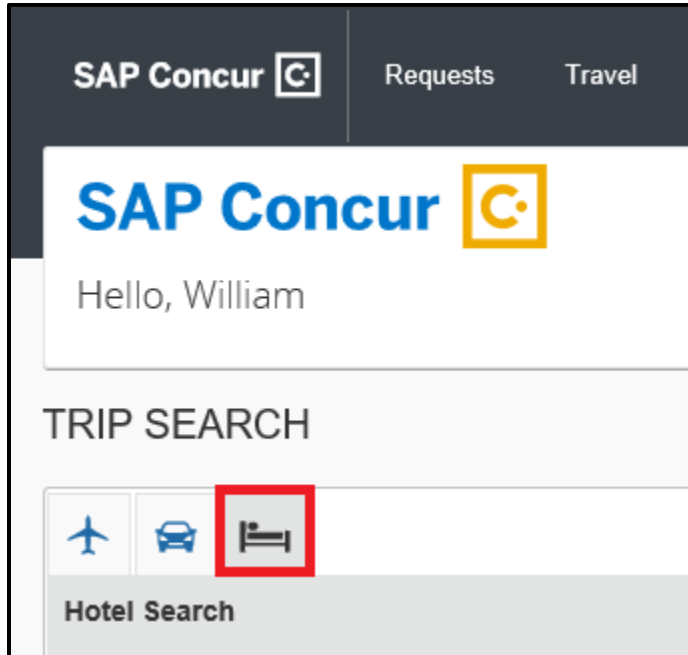
Enter as many recipients as needed, separated by commas.
15. Select **Next**,
16. On the **Trip Confirmation** page, review your trip details, and then select **Confirm Booking**.

If your trip is not compliant with your company's travel policy, a **Travel Rule Triggered** window appears. Select the reason for selecting this car, and then explain why.
17. Select **Save**.

Booking a Hotel

Step 1: Use the Hotel tab

1. If you require a hotel *but not airfare*, select the Hotel  tab.



2. Enter the **Check-in** and **Check-out Dates** (or select each field and use the calendar).
3. Enter the search radius.
SAP Concur will always show *company preferred hotels* within a larger radius, usually 30 miles or kilometers.
4. Choose to search near an airport, an address, company location, or near a reference point / zip code (a city or neighborhood).
5. Enter the reference point. The available options will depend on your selection in Step 4.
6. Select **Search**.

Step 2: Change and filter your search (as needed)

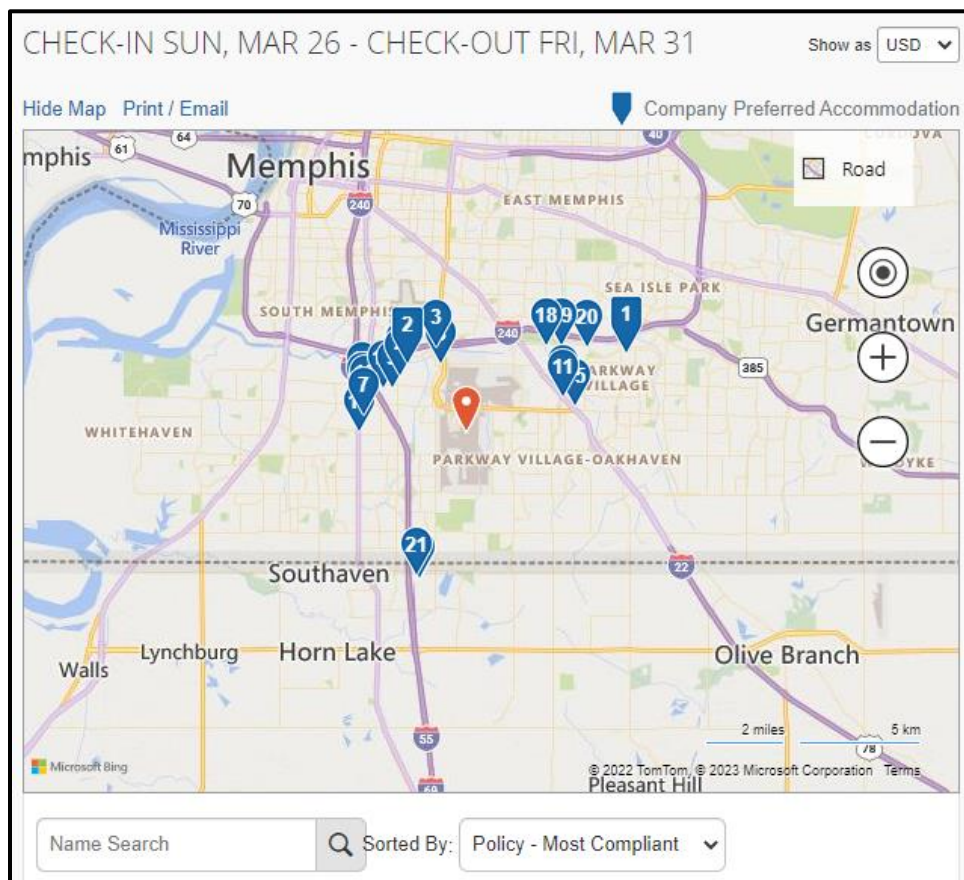
There is a filter set on the left side of the page. Use show ▼ and hide ▲ arrows, as needed.

1. In the **Change search** area:
 - a. Change your check-in and check-out dates; change your hotel location.
 - b. Select **Search**. Travel displays the new results.
2. Use the slider in the **Price** area to narrow your search.
3. In the **Display Settings** area, select the appropriate check boxes.
4. In the **Hotel chain** area, select the appropriate hotels.
5. In the **Hotel Amenities** area, select the appropriate options.

Step 3: Review the hotel map (as needed)

1. Review the hotel map.

The red icon shows your reference point.
2. Select any blue "balloon" to see specific hotel information.
3. Use your mouse to zoom and move the map, as needed.



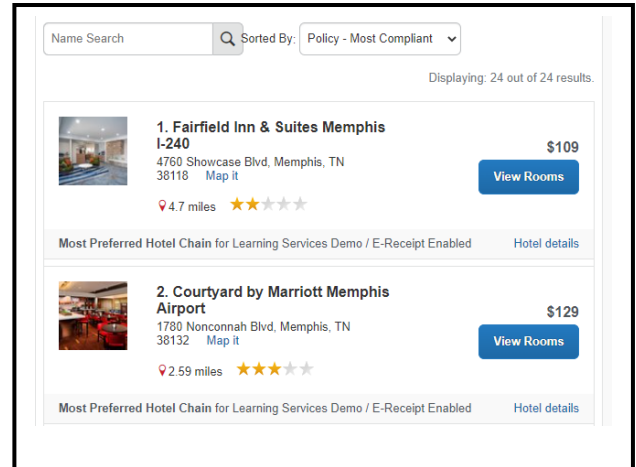
Step 4: Sort the search results (as needed)

- Below the map, use the **Sorted By** list to sort the results. Enter hotel names, as needed.

Step 5: Review the results

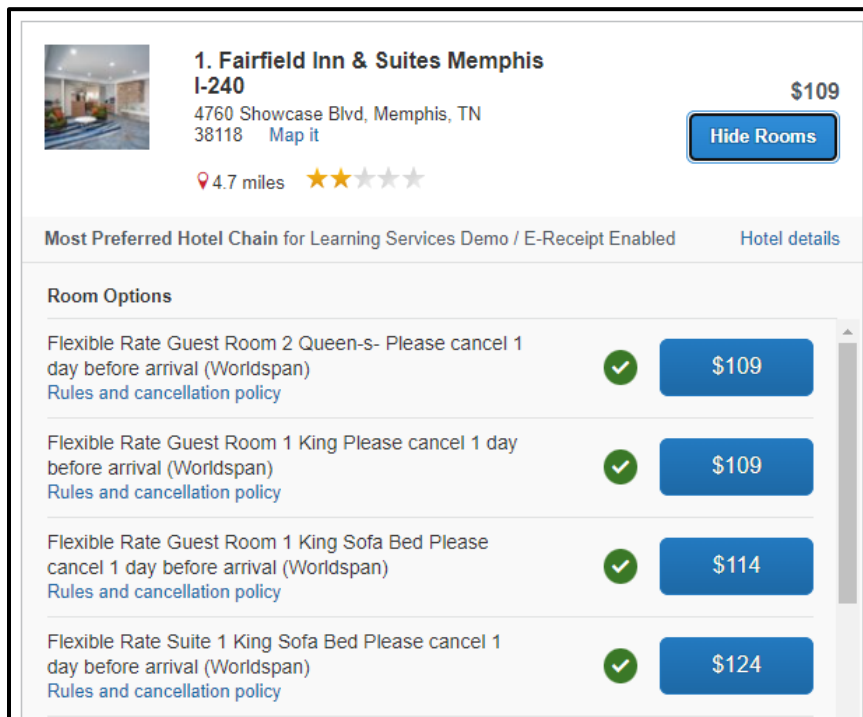
A picture as well as the name, address, rating stars, and price range appears.

- Select the hotel picture to view more images.
- Select **Hotel details** to see contact information, street address, cancellation policy, and information about the facility.
- Select **View Rooms** to see:
 - The available room options and rates
 - Other amenities per room/rate
 - Rules and cancellation policy



Step 6: Select the hotel room

- Select the **Cost** button next to the room that you want to reserve.



- The **Review and Reserve Hotel** page appears. Navigate through the page and:
 - Review or modify the room preferences.
 - Verify or modify the guest and program information.

- Review the price summary.
 - Select a method of payment, if available, as defined by your company's configuration.
 - Review and accept the rate details and cancellation policy.
3. Select the **I agree to the hotel's rate rules, restrictions, and cancellation policy** check box.
 4. Select **Reserve Hotel and Continue**.
 5. Your **Travel Details** page (itinerary) displays.

Creating an Expense Report Based on a Completed Trip

If you use SAP Concur Expense, from the **Upcoming Trips** tab, you can create an expense report based on a trip.

To create an expense report based on a completed trip:

1. On the **SAP Concur** home page, on the Quick Task Bar, select the **New** task, and then select **Start a Report**.

- OR -

On the menu, select **Expense > Manage Expenses** (on the sub-menu). Under **Active Reports**, select the **Create New Report** tile.

2. On the **Create New Report** page, complete all required fields (indicated with a red asterisk) and the optional field as directed by your company.

The fields that appear on this page are defined by your company. Some products might go directly to the expense reporting page.

3. In the **Claim Travel Allowance** section, selection the appropriate option.
4. Select **Create Report**.

The expense report page appears. At this point you can add your out-of-pocket expenses and your company card transactions.

After you the report is created, note the following:

- On the **Travel** page, on the **Upcoming Trips** tab, the **Expense Trip** link appears when the actual expense is incurred.
- For hotel and car segments, the expense is actually incurred at check-out or when the car is returned, so the **Expense Trip** link will not appear until the trip is completed (the last date of the trip).
- For an air expense, the **Expense Trip** link appears depending on your company's configuration.
 - If the Expense configuration allows air to be expensed when it is paid for (generally well in advance of the actual trip), then the **Expense Trip** link appears once the air has been ticketed.
 - If the Expense configuration does not allow for pre-trip air reimbursement, then the **Expense Trip** link appears after the trip is completed (the last date of the trip).

Company Notes					
Upcoming Trips					
Trips Awaiting Approval					
Remove Trips					
Add new itinerary manually					
Policy for Expense Reports					
Travel & Expense Policy - US Content Dev					
Trip Name/Description	Status	Start Date	End Date	Action	
Hotel Reservation at MANHATTAN, NY 10036, USA (76ZWOI) (33VG) <i>Business Trip</i>	Needs Expense Report Withdrawn	01/23/2023	01/27/2023	Expense Trip	
Trip from Seattle to Chicago (NER084) (33VN) <i>Client Meeting</i>	Needs Expense Report Withdrawn	02/20/2023	02/22/2023	Expense Trip	
Trip from Seattle to Chicago (MNGX2R) (33VH)	Needs Expense Report Withdrawn	03/14/2023	03/18/2023	Cancel TripExpense Trip	
Trip from Seattle to Chicago (MN8765) (33VK)	Withdrawn	04/10/2023	04/14/2023		