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**PROCUREMENT SERVICE CENTER**

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## **Removing Reconciled Trips from Trip List in Concur** <sup>[1]</sup>

The Trip List section displays a list of your upcoming trips ? as well as trips in process or which have ended ? that were booked through the Concur Travel & Expense System or Christopherson Business Travel (CBT). It is visible on your homepage of Concur.

### **Your Training Format**

You can download the Step-by-Step Guide below.

#### **Files:**

 [sbs-removing-reconciled-trips-concur-trip-list-010715.pdf](#)<sup>[2]</sup>

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**Source URL:** <http://www.cu.edu/psc/policies/removing-reconciled-trips-trip-list-concur>

#### **Links:**

[1] <http://www.cu.edu/psc/policies/removing-reconciled-trips-trip-list-concur>

[2] <http://www.cu.edu/sites/default/files/policies/43505-removing-reconciled-trips-trip-list-concur/files/sbs-removing-reconciled-trips-concur-trip-list-010715.pdf>