Step-by-Step Guide
Removing Reconciled Trips from Trip List in Concur

What is Trip List?

The Trip List displays a list of your trips – whether upcoming, in process, or ended – that were booked through the Concur Travel & Expense System or Christopherson Business Travel (CBT).

Why remove reconciled trips from Trip List?

You may decide to remove reconciled trips from your Trip List to keep it current. (Trips are reconciled by processing travel expenses on expense reports.) That way, your Trip List only displays upcoming trips and those waiting to be reconciled.

It is not required to remove your reconciled trips from your Trip List.

> **Only you can remove trips from your Trip List!**
> If you have a travel arranger, she or he cannot remove trips on your behalf.

How to Remove Trips from Trip List

Begin by accessing Concur via your campus portal. Locate your **CU Resources** section and, under the **Business Applications** area, select the **Concur Travel & Expense System** link.

Go to your Travel page by selecting **Travel** within the top navigation bar.
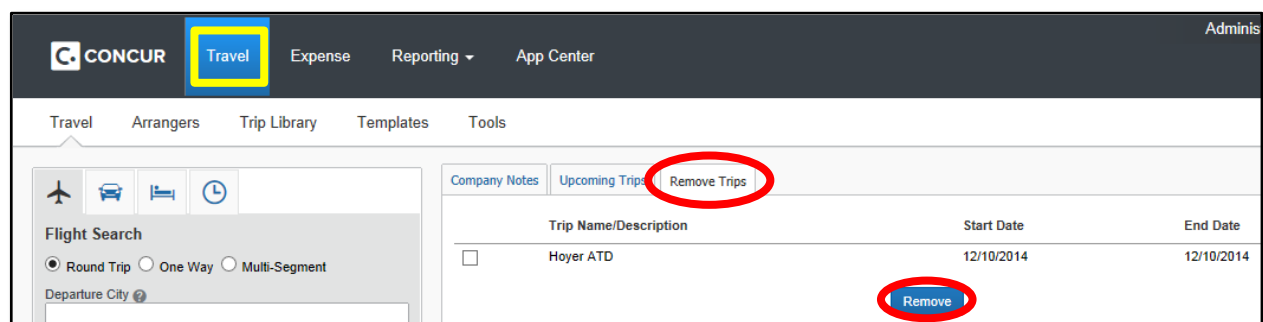
Go to the **Remove Trips** tab. Check the box(es) to the left of the trip(s) you want to remove from your Trip List. Click the **Remove** button.

The selected trip(s) will no longer appear within your Trip List.