

AUG
2025

Travel Approval

Statewide Travel Program

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1. General Information

Each agency has set up their own travel approval process. If you are a traveler and have questions on your agency's process, please reach out to your agency Travel Coordinator(s).

2. Types of Travel Approval



There are two types of approval processes through Concur: Passive Approval and Hard-Stop Approval.


2.1 Passive Approval Process


When a traveler books a trip and it requires passive approval, then the approver will have to actively REJECT the trip if they don't want the trip to occur. The trip will be approved automatically if the approver takes no action.


Note: The passive approval process is subject to a ticketing deadline. You can find the approval deadline by checking the itinerary email Concur sends, as seen in the screenshot below.

Concur Itinerary 03/11/2025: TRIP FROM SACRAMENTO TO LOS ANGELES 9C54Z7

 Concur Travel <TravelWizard@concursolutions.com>
To 


 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 SMF-LAX.ics
4 KB

 LAX-SMF.ics
4 KB

CAUTION: This email originated from a NON-State email address. Do not click links or open attachments unless you are certain of the sender's address.

Trip Overview



Trip Name: Trip from Sacramento to Los Angeles
Start Date: March 11, 2025
End Date: March 14, 2025
Created: October 22, 2024, William Never (Modified: October 22, 2024)
Description: Conference for Flight Training.
I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy: Yes
Agency Record Locator:
Passengers: William Never
Total Estimated Cost: \$304.99 USD

This trip requires approval.
The deadline for approval is: 10/23/2024 9:30 PM Eastern
The trip will be automatically cancelled if it is not approved before the deadline.



Agency Name: CI Azumano - - California


2.2 Hard-Stop Approval Process





When a traveler books a trip and it requires approval, then the approver will have to actively APPROVE the trip if they want the trip to occur. The trip will be rejected automatically if the approver takes no action or rejects the trip.

Note: The hard-stop approval process is subject to a ticketing deadline. You can find the approval deadline by checking the itinerary email Concur sends, as seen in the screenshot below.

Concur Itinerary 03/11/2025: TRIP FROM SACRAMENTO TO LOS ANGELES 9C54Z7


 Concur Travel <TravelWizard@concursolutions.com>
To 

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 SMF-LAX.ics 4 KB   LAX-SMF.ics 4 KB 

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Trip Overview



Trip Name: Trip from Sacramento to Los Angeles
Start Date: March 11, 2025
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Created: October 22, 2024, William Never (Modified: October 22, 2024)
Description: Conference for Flight Training.
I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy: Yes
Agency Record Locator:
Passengers: William Never
Total Estimated Cost: \$304.99 USD

This trip requires approval.
The deadline for approval is: 10/23/2024 9:30 PM Eastern
The trip will be automatically cancelled if it is not approved before the deadline.

Agency Name: CI Azumano - - California

2.3 Both Processes


The following applies to both the Passive and the Hard-Stop Approval Processes:


- The approval deadline is shown on the itinerary when the traveler submits the request.
- It is recommended to communicate with your manager before and after booking a trip, so they promptly take action to approve or reject the trip.
- All rules and cancellation penalties apply once the reservation is sent for approval. For example, if you booked a hotel for check-in tomorrow with a 48-hour cancellation period, the card will be charged.

TRAVEL APPROVAL

- Flights are on hold until the trip has been approved; meaning that the price may increase or decrease once the approval is received.
- For hotel reservations using a virtual card, the card will deploy regardless of if a trip has been approved or rejected. The virtual card is deployed to hold the room. If the trip is rejected or cancelled, the charges should be reversed.
- Trips can be approved or rejected by logging into Concur online, or via email, as seen by the screenshot below.

Travel approval required (traveler name: William Never)

 Concur Travel <TravelWizardApprovalsUS2@concursolutions.com>
To @DGS

 You replied to this message on 12/10/2024 1:42 PM.
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from a NON-State email address. Do not click links or open attachments unless you are certain of the sender.

Action required

One of your employees has submitted a request for travel that requires approval. Please review the trip details, then approve or reject the trip.

Traveler Name:
William Never


What do I need to do?
You can approve or reject this trip by either:


- Replying to this email with the word "Approve" or "Reject"
- Logging into Concur Travel and following the instructions to approve or reject the trip

When do I need to do it by?
This trip must be approved or rejected by: 05/21/2025 11:30 PM Eastern time (05/21/2025 8:30 PM Pacific time). If you cancelled.

- Travelers will receive an email indicating whether their trip was approved or rejected. It will also appear on their Concur home page under "Upcoming Trips."

Your request 'Hotel Reservation at SACRAMENTO, CA, USA' was rejected.

 Approval Queue <ApprovalDaemon@concursolutions.com>
To @DGS

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from a NON-State email address. Do not click links or open attachments unless you are certain of the sender.


This is a notification only - no action is required.


What is the status of my trip request?
Your request 'Hotel Reservation at SACRAMENTO, CA, USA' was rejected.
Rejected on Wednesday, December 04, 2024 at 06:06 pm Eastern Time by:
Comments: Training

What do I need to do?
You can access this request via the web site and resubmit the request or withdraw it.

This is a system-generated email. Please do not reply.

Your request 'Hotel Reservation at SACRAMENTO, CA, USA' was approved.

 Approval Queue <ApprovalDaemon@concursolutions.com>
To @DGS

 If there are problems with how this message is displayed, click here to view it in a web browser.

Start your reply all with: [Still working on it.](#) [You are booked!](#) [Here is the reservation.](#) [Feedback](#)

CAUTION: This email originated from a NON-State email address. Do not click links or open attachments unless you are certain of the sender.

This is a notification only - no action is required.

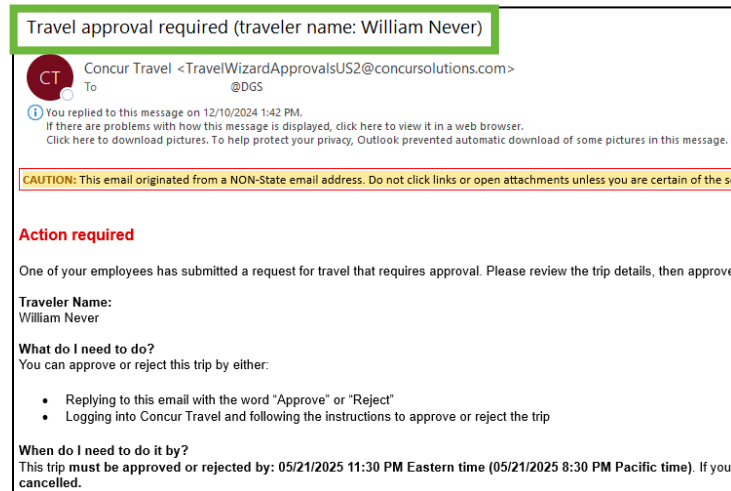
What is the status of my trip request?
Your request 'Hotel Reservation at SACRAMENTO, CA, USA' was approved.
Approved on Wednesday, December 04, 2024 at 06:12 pm Eastern Time by:
Comments: Training

This is a system-generated email. Please do not reply.

3. Rejecting and Approving Travel as a Manager

3.1 How to Reject Travel as a Manager

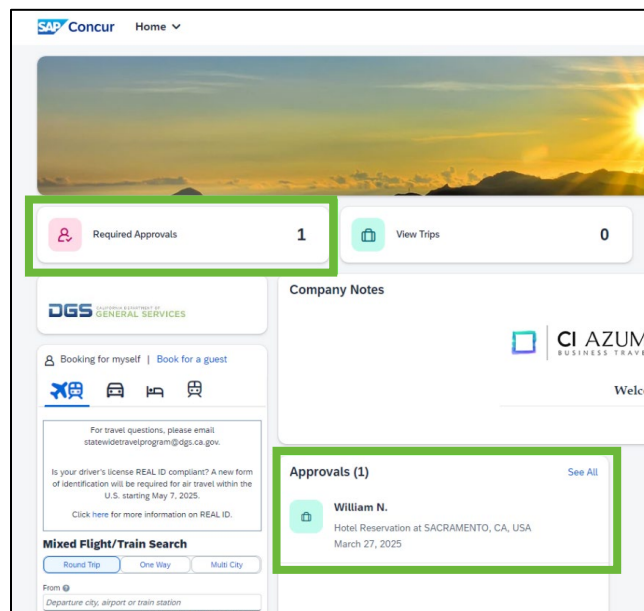
Once the traveler has booked a trip, you will receive an email from Concur letting you know that action is required. The email will show an overview of the trip. You can reject the trip by responding to the email or logging into Concur.



To reject the trip via email, simply respond to the 'Travel approval required' email from Concur with the word, "Reject."

To reject the trip on Concur, follow these steps:

1. Once you've logged into Concur, you will see a notification under 'Required Approvals.' Click the 'Required Approvals' or 'Traveler Name' link.



- On the 'Approvals' page, you will see a list of travel that needs approval. Click the trip link of the trip you would like to reject.

Approvals					
Trips Awaiting Approval					
Name	Trip Name	Locator	Booked	Travel Dates	Approve/Reject By
William Never	Hotel Reservation at SACRAMENTO, CA, USA	9RVFPF	12/04/2024	03/27/2025 - 03/28/2025	Wednesday, March 26, 2025 11:30 pm Eastern time

- Review the trip information in the pop-up. Click 'Reject.'

Request Requiring Your Approval - Work - Microsoft Edge

https://us2.concursolutions.com/approval.asp?transactiontype=1&transactionid=1f316WHz8m-X6OzMtV2tQ...

SAP Concur Sign Out

Request Requiring Your Approval

Request Requiring Your Approval
If it is rejected, it will be automatically cancelled.

Request Status/History Travel Itinerary

All reservations require manager approval - Require Approval

Item Name: Hotel Reservation at SACRAMENTO, CA, USA

Trip Description: No description

Meeting Name:

Submitted By: William Never

Submitted on: Wednesday, December 04, 2024 05:22 pm Eastern Time

I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy: Yes

Why was no hotel reserved?: Not Specified

Please explain: Not Specified

Would you prefer a ZEV rental if one is available? - Yes/No: Not Specified

Purpose of Trip: Job required training

Please describe purpose of trip: Not Specified

Approval Status/History: Requires Approval by

History/Notes: Request Created on Wednesday, December 04, 2024 at 05:21 PM Eastern time by William Never.

- Once you click 'Reject,' a pop-up will appear asking, "What is the reason for rejecting this item?" This is helpful for auditing purposes. The traveler will be able to see this information when they receive a notification that their trip has been rejected. Once you've entered the information as to why the trip has been rejected, click 'OK' to finalize the rejection. If you don't want to reject the trip, click 'Cancel.'

What is the reason for rejecting this item?

Wednesday, December 04, 2024 05:22 pm Eastern Time

Once you've clicked 'OK,' the 'Approvals' page will reload and the trip you just rejected will be gone. This means you have successfully rejected and cancelled the trip.

Approvals

Trips Awaiting Approval

You have no trips to approve.

3.2 How to Approve Travel as a Manager

Once your traveler has booked a trip, you will receive an email from Concur Travel letting you know that action is required. The email will show an overview of the trip. You can approve the trip by responding to the email or logging into Concur.

Travel approval required (traveler name: William Never)



Concur Travel <TravelWizardApprovalsUS2@concursolutions.com>
To @DGS



You replied to this message on 12/10/2024 1:42 PM.

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[Click here to download pictures](#). To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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Action required

One of your employees has submitted a request for travel that requires approval. Please review the trip details, then approve or reject the trip.

Traveler Name:

William Never

What do I need to do?

You can approve or reject this trip by either:

- Replying to this email with the word "Approve" or "Reject"
- Logging into Concur Travel and following the instructions to approve or reject the trip

When do I need to do it by?

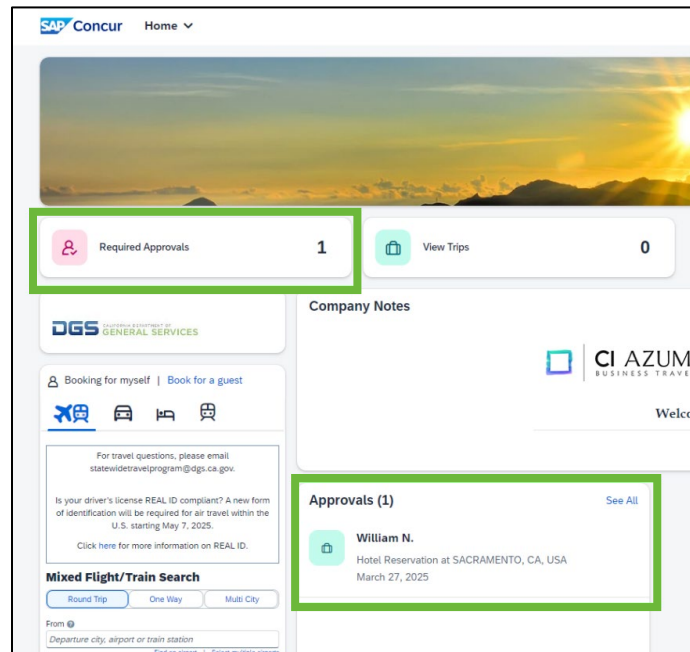
This trip must be approved or rejected by: 05/21/2025 11:30 PM Eastern time (05/21/2025 8:30 PM Pacific time). If you cancelled.

To approve the trip via email, simply respond to the 'Travel approval required' email from Concur with the word, "Approve."

To approve the trip on Concur, follow these steps:

TRAVEL APPROVAL

1. Once you've logged into Concur, you will see a notification under 'Required Approvals.' Click the 'Required Approvals' or 'Traveler Name' link.



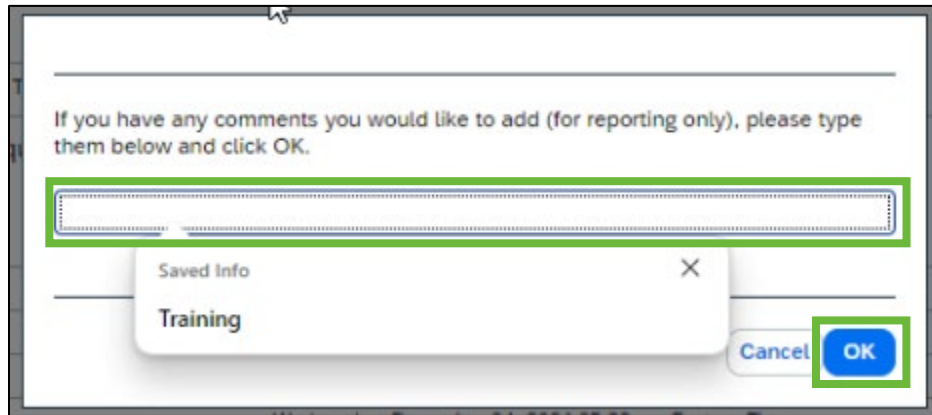
2. Here, you will see a list of travel that needs approval. Click the trip link.

Approvals					
Trips Awaiting Approval					
Name	Trip Name	Locator	Booked	Travel Dates	Approve/Reject By
William Never	Hotel Reservation at SACRAMENTO, CA, USA	9RVFPF	12/04/2024	03/27/2025 - 03/28/2025	Wednesday, March 26, 2025 11:30 pm Eastern time

3. Review the information. Click 'Approve.'

The screenshot shows the 'Request Requiring Your Approval' form in a Microsoft Edge browser. The URL is 'https://us2.concursolutions.com/approval.asp?transactiontype=1&transactionid=fayRazdGRzbldWjEX9cvG...'. The form has a 'Sign Out' link at the top right. Below the title, there's a red warning: 'If it is rejected, it will be automatically cancelled.' and three buttons: 'Approve', 'Reject', and 'Close'. The 'Approve' button is highlighted with a green box. Below this, there's a 'Request Status/History' tab and a 'Travel Itinerary' tab. The main content area is titled 'All reservations require manager approval - Require Approval'. It contains a form with fields for 'Item Name', 'Trip Description', 'Meeting Name', 'Submitted By', 'Submitted on', 'I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy', 'Why was no hotel reserved?', 'Please explain', 'Would you prefer a ZEV rental if one is available? - Yes/No', 'Purpose of Trip', and 'Please describe purpose of trip'. The 'Approval Status/History' section at the bottom shows a rejection on 'Wednesday, December 04, 2024 06:06 pm Eastern time' and a resubmission by 'William Never' on 'Wednesday, December 04, 2024 06:09 pm Eastern time', with a note 'Requires Approval by'.

- Once you click 'Approve,' a pop-up will appear saying, "If you have any comments you would like to add (for reporting only), please type them below and click OK." This is helpful for reporting purposes. The traveler will see any comments entered. Once you've entered the information as to why the trip has been accepted, click 'OK' to finalize the travel. If you don't want to accept the trip, click 'Cancel.'

A screenshot of a web application's travel approval pop-up. The dialog box has a title bar and contains the text: "If you have any comments you would like to add (for reporting only), please type them below and click OK." Below this text is a large, empty text input field, which is highlighted with a green rectangular border. At the bottom of the dialog, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a green rectangular border. A small "Saved Info" tooltip is visible over the "OK" button, showing the word "Training" and a close button (X).

If you've clicked 'OK,' the 'Approvals' page will reload and the trip you just accepted will be gone. This means you have successfully accepted the trip.

Approvals

Trips Awaiting Approval

You have no trips to approve.

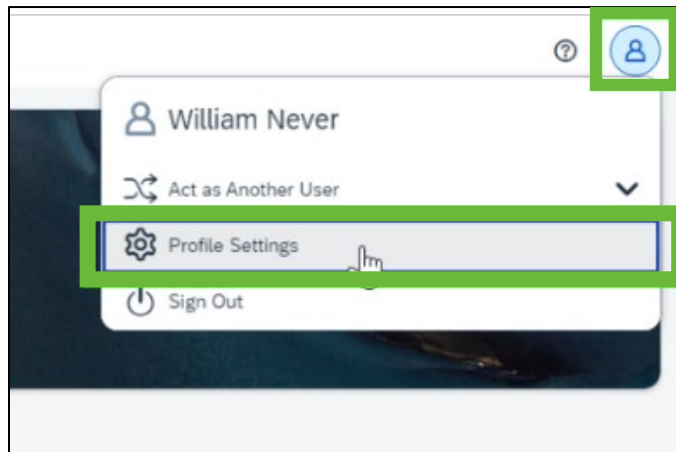
4. Travel Vacation Reassignment

If you are out of office and did not assign a manager to approve travel while you're out, the traveler will need to reach out to the agency Travel Coordinator(s) to assign the trip to another manager. CI Azumano and DGS Statewide Travel Program do not have the ability to approve travel on behalf of the agency.

4.1 Assign a Back-up Manager

If you will be out of office for more than one day, it is recommended to assign a manager in your place to approve travel.

Once you have logged into Concur, click the circle at the top right corner of the page and select 'Profile Settings.'

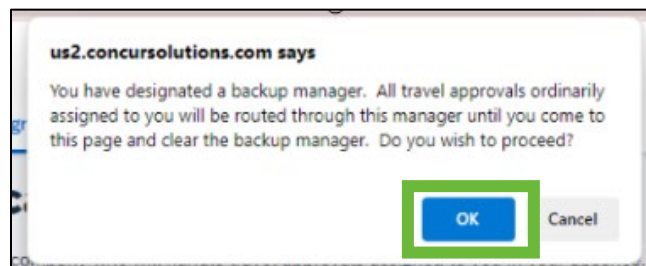


Click 'Travel Vacation Reassignment.'

Your Information	Profile Options	
Personal Information Company Information Contact Information Email Addresses Sponsored Guest Users Emergency Contact Credit Cards	<p>Select one of the following to customize your user profile.</p> <p>Personal Information Your home address and emergency contact information.</p> <p>Company Information Your company name and business address or your remote location address.</p> <p>Credit Card Information You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.</p> <p>Travel Profile Options Carrier, Hotel, Rental Car and other travel-related preferences.</p> <p>Change Password Change your password.</p>	<p>System Settings Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?</p> <p>Contact Information How can we contact you about your travel arrangements?</p> <p>Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you.</p> <p>Travel Vacation Reassignment Going to be out of the office? Configure your backup travel manager.</p> <p>Concur Mobile Registration Set up access to Concur on your mobile device</p>
<p>Travel Settings</p> <p>Travel Preferences International Travel Frequent-Traveler Programs Assistants/Arrangers</p> <p>Other Settings</p> <p>System Settings Concur Connect Change Password Travel Vacation Reassignment Concur Mobile Registration I'm Assisting...</p>		

Type the name of the manager who will review travel requests while you are gone. Choose the manager from the drop-down menu and click 'Submit.' Please note: The manager must have an account on Concur to show up in the drop-down menu.

A pop-up will appear to confirm you want to assign this person as a back-up manager. Click 'OK.'

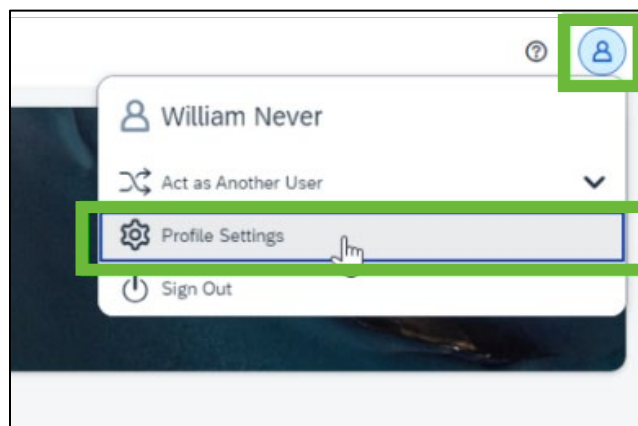


You will know you were successful because the page will reload with a green box that says, 'Profile Saved.'

4.2 Remove a Back-up Manager

Once you have returned, you need to remove the back-up manager.

Log into Concur and click the circle at the top right corner of the page and select 'Profile Settings.'



Click 'Travel Vacation Reassignment.'

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Sponsored Guest Users
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Other Settings

- System Settings
- Concur Connect
- Change Password
- Travel Vacation Reassignment
- Concur Mobile Registration
- I'm Assisting...

Profile Options

Select one of the following to customize your user profile.

Personal Information
Your home address and emergency contact information.

Company Information
Your company name and business address or your remote location address.

Credit Card Information
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

Travel Profile Options
Carrier, Hotel, Rental Car and other travel-related preferences.

Change Password
Change your password.

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information
How can we contact you about your travel arrangements?

Setup Travel Assistants
You can allow other people within your companies to book trips and enter expenses for you.

Travel Vacation Reassignment
Going to be out of the office? Configure your backup travel manager.

Concur Mobile Registration
Set up access to Concur on your mobile device

You will see the back-up manager's name in the box.

Travel Vacation Reassignment

Choose a person in your company who will handle travel approvals assigned to you in your absence. When you return from vacation, remember to come back here and clear out the backup manager so that you receive approvals as normal again.

Note 1: If your designated backup manager goes on vacation while you are also on vacation, then all travel approvals that are assigned to you will be redirected to your company's travel administrator.

Note 2: This will **not** reassign any items currently in your approval queue; please handle those before you leave.

Concur Never

Click 'None.' The back-up manager's name will disappear.

Travel Vacation Reassignment

Choose a person in your company who will handle travel approvals assigned to you in your absence. When you return from vacation, remember to come back here and clear out the backup manager so that you receive approvals as normal again.

Note 1: If your designated backup manager goes on vacation while you are also on vacation, then all travel approvals that are assigned to you will be redirected to your company's travel administrator.

Note 2: This will **not** reassign any items currently in your approval queue; please handle those before you leave.

Click 'Submit.'

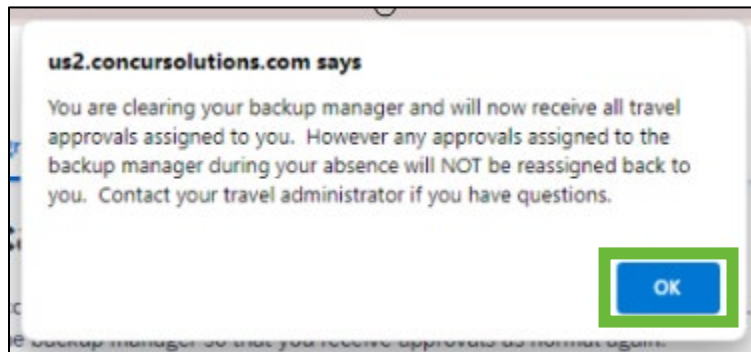
Travel Vacation Reassignment

Choose a person in your company who will handle travel approvals assigned to you in your absence. When you return from vacation, remember to come back here and clear out the backup manager so that you receive approvals as normal again.

Note 1: If your designated backup manager goes on vacation while you are also on vacation, then all travel approvals that are assigned to you will be redirected to your company's travel administrator.

Note 2: This will **not** reassign any items currently in your approval queue; please handle those before you leave.

A pop-up will appear to let you know that any travel arrangements made while the backup manager was overseeing travel approvals will need to be approved by that person. Click 'OK.'



You will know you were successful because the page will reload with a green box that says, 'Profile Saved.'

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information

How can we contact you about your travel arrangements?

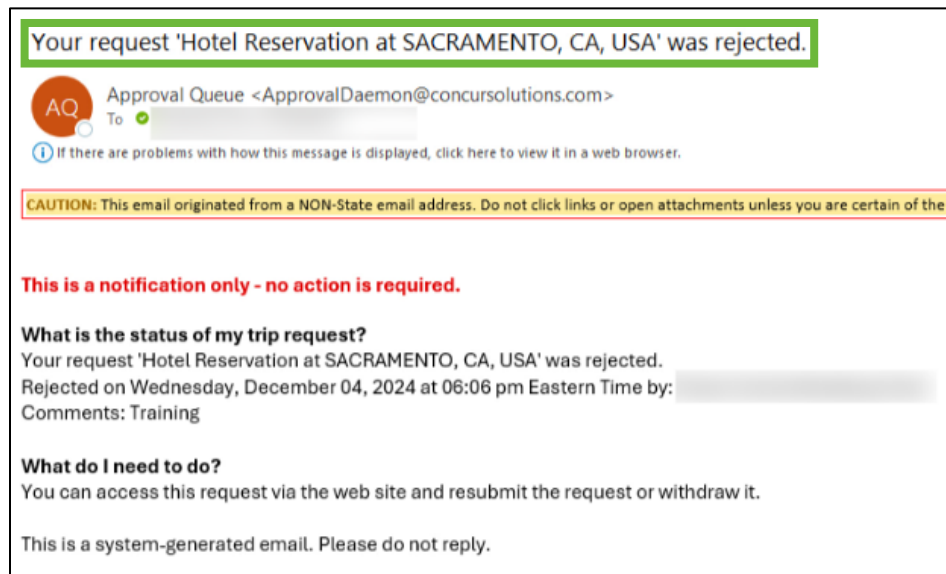
Profile Saved

5. What to do if your trip has been rejected or approved

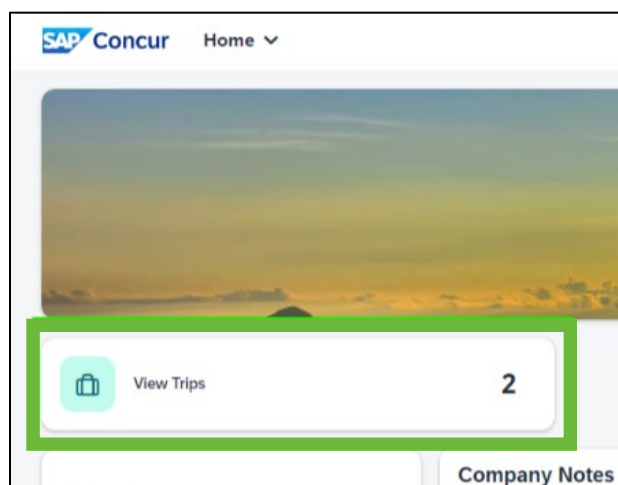
If your agency participates in pre-trip approvals in Concur, your manager will have to approve the trip before the trip is confirmed. It is important that your manager is listed accurately in Concur, or your travel could be cancelled. To add or edit your manager on Concur, please reach out to your agency Travel Coordinator(s).

5.1 What to do if your trip has been rejected

If you have submitted a trip and your manager has rejected it, you will receive an email from Concur to notify you of the cancellation. The email will include the trip name, rejection date, who rejected it, and reason for rejection.



You can review the trip and resubmit or withdraw it on Concur. Once you've logged into Concur, click 'View Trips.'



TRAVEL APPROVAL

Within your 'Trip Library' page, you can see all trips you have booked. The status will tell you if the trip has been rejected, confirmed, withdrawn, or if the trip is awaiting approval.

Trip Name/Description	Status
Hotel Reservation at SACRAMENTO, CA, USA (9RVFPF)	Rejected
Hotel Reservation at SACRAMENTO, CA, USA (9TGBLP)	Confirmed
Train to LA for Inspection (99DYG9) Trip from SAC to LAX to inspect trains	Withdrawn
Hotel Reservation at SACRAMENTO, CA, USA (9TGBLP)	Awaiting approval by TRAVEL MANAGER Approval deadline is 05/21/2025 11:30 pm Eastern. Trip will be automatically cancelled if not approved by then.

Click the rejected trip.

Trip Library					
Search Trip Names: <input type="text"/> Dates To Use: <input checked="" type="radio"/> Booking Dates <input type="radio"/> Travel Dates Date Range: <input type="text"/> 06/04/2024 <input type="text"/> 12/04/2024 <input type="checkbox"/> Include withdrawn trips <input type="button" value="Search"/>					
Trip Name/Description	Status	Date Booked	Start Date	End Date	Action
Hotel Reservation at SACRAMENTO, CA, USA (9RVFPF)	Rejected	12/04/2024	03/27/2025	03/28/2025	
Train to LA for Inspection (99DYG9) Trip from SAC to LAX to inspect trains	Withdrawn	10/16/2024	12/13/2024	12/14/2024	

In the pop-up, review the trip information. At the bottom of the pop-up, you can click 'Resubmit' to push the trip back your manager for approval, 'Withdraw Request' to delete the trip, or 'Cancel' to do nothing.

Rejected Request - Work - Microsoft Edge
 https://us2.concursolutions.com/rejected.asp?transactionid=8&tripid=ftUyWmI0p-7V-A1XlmPBp0ZXecJ14g...

Submitted By: William Never
 Submitted on: Wednesday, December 04, 2024 05:22 pm Eastern Time
 I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy: Yes
 Why was no hotel reserved?: Not Specified
 Please explain: Not Specified
 Would you prefer a ZEV rental if one is available? - Yes/No: Not Specified
 Purpose of Trip: Job required training
 Please describe purpose of trip: Not Specified
 Approval Status/History: Rejected by time. on Wednesday, December 04, 2024 06:06 pm Eastern time.
 History/Notes: Request Created on Wednesday, December 04, 2024 at 05:21 PM Eastern time by William Never.
Hotel segment Holiday Inn Sacramento Rancho Cordova added on Wednesday, December 04, 2024 at 05:21 PM Eastern time.
 No rules were broken.
 The itinerary has still been reserved. The travel approver must approve the trip, or the traveler must withdraw the trip request to cancel the reservation and avoid hotel no-show fees.
 Email has been sent :
 Rejected on Wednesday, December 04, 2024 at 06:06 pm Eastern Time by:
 Comments: Training

If you click 'Resubmit,' a pop-up will appear asking, "What is the reason for resubmitting this item?" Please note that you *cannot* make any changes to the trip this way. This should only be used if the trip was rejected on accident, or if your manager did not approve the trip in time. Once you've entered the reason for resubmitting the trip, click 'OK.'

When the 'Trip Library' page reloads, you will see the status has changed from 'Rejected' to 'Awaiting Approval.' Also listed is your manager and the approval deadline. It is recommended to communicate with your manager so they promptly take action to approve or reject the trip.

Trip Library					
Search Trip Names	Dates To Use: <input checked="" type="radio"/> Booking Dates <input type="radio"/> Travel Dates	Date Range: <input type="text" value="06/04/2024"/> <input type="text" value="12/04/2024"/>	<input type="checkbox"/> Include withdrawn trips	<input type="button" value="Search"/>	
Hotel Reservation at SACRAMENTO, CA, USA (BRVFPF)	Awaiting approval by Manager	12/04/2024	03/27/2025	03/28/2025	Cancel Trip
<small> Train to LA for inspection (PDUYU0) Trip from SAC to LAX to inspect trains </small>					
	Withdrawn	10/16/2024	12/13/2024	12/14/2024	

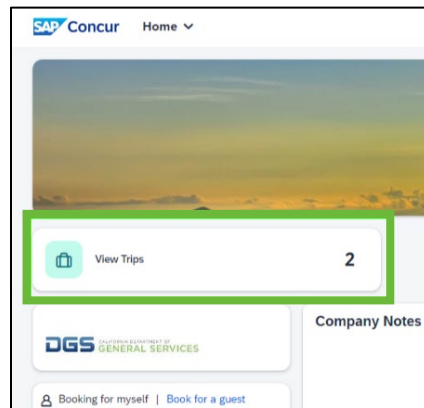
If your manager is out of office and did not assign a manager to approve travel while they're out, you will need to reach out to your agency Travel Coordinators to assign the trip to another manager. CI Azumano and DGS Statewide Travel Program do not have the ability to approve travel.

5.2 What to do once your trip has been approved

If you have submitted a trip and your manager has approved it, you will receive an email from Concur to notify you that the trip has been approved. The email will include the trip name, approval date, who approved it, and any comments left by the approver.

TRAVEL APPROVAL

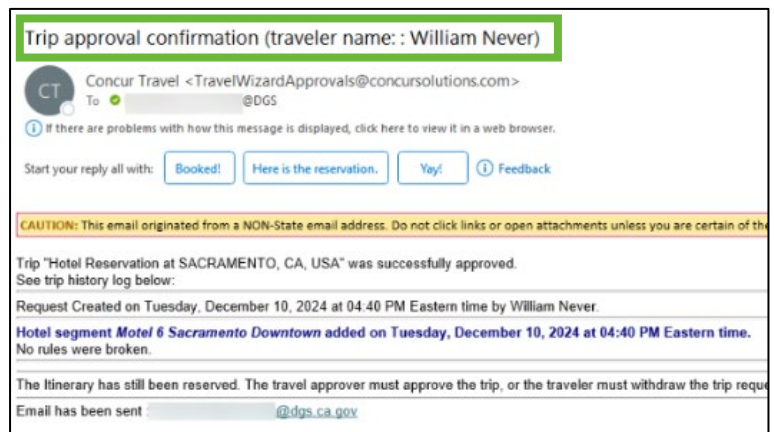
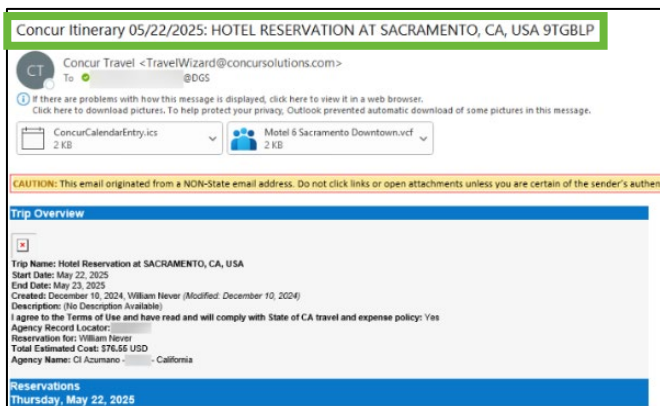
You can also review the trip on Concur. Once you've logged into Concur, click 'View Trips.'



Within the 'Trip Library' page, you can see all trips you have booked. The status will tell you if the trip has been rejected, confirmed, withdrawn, or if the trip is awaiting approval.

Trip Name/Description	Status
Hotel Reservation at SACRAMENTO, CA, USA (9RVFPF)	Rejected
Hotel Reservation at SACRAMENTO, CA, USA (9TGBLP)	Confirmed
Train to LA for Inspection (99DYG9) Trip from SAC to LAX to inspect trains	Withdrawn
Hotel Reservation at SACRAMENTO, CA, USA (9TGBLP)	Awaiting approval by TRAVEL MANAGER Approval deadline is 05/21/2025 11:30 pm Eastern. Trip will be automatically cancelled if not approved by then.

You will receive two additional emails from Concur. The first will be the trip itinerary and the second will be confirmation of a purchased trip. No further action is needed for the approved and confirmed trip.



6. Trip Request Status

Awaiting Approval: Trip is waiting to be approved.

Awaiting Ticketing: Air tickets have not been issued, but the car/hotel has been reserved.

Ticketed/Reserved: Air tickets have been issued if there are any needed for that trip, and car/hotel has been reserved. Trips that have no air segments will go straight to "Ticketed/Reserved" when the approval occurs.

Rejected: Trip has been rejected by approver. Travelers need to cancel rejected trips themselves in order to cancel the hotel and car reservations. A trip that is in "Rejected" status has *Not Been Cancelled*.

Withdrawn: Trip has been cancelled by traveler or approver.

7. Additional Resources

As a traveler, your first resource for all travel-related inquiries is your agency Travel Coordinator(s). Other helpful resources are:

[CI Azumano Webpage](#)

[Concur Login Page](#)

[Passive and Hard Stop Approval Information \(Video\)](#)

[Rejecting and Approving Travel as a Manager \(Video\)](#)

[Statewide Travel Program Training Resources Page](#)

[Travel Vacation Reassignment \(Video\)](#)

[What to Do If Your Travel Has Been Rejected or Approved \(Video\)](#)