

**Objective**: Outline the steps to cancel an approved travel request.



**Note:** If a request has not yet been approved, you can <u>Recall it</u>, make the appropriate changes, and resubmit.

1. To cancel a request, navigate to your fully approved request and **click** on *More Actions > Cancel Request*.



**Note:** The original (fully approved) request cannot be edited or removed from your account. Cancelling it will enable you to create a new request for those dates. For minor changes, you can create an editable copy of the request.

SAP Concur Requests Y	(?) RK
Manage Requests Process Requests	
Home / Requests / Manage Requests / Test	
Test \$428.00	More Actions V Recall
Submitted & Pending Approval   Request ID: 7V7D	Copy Request
Request Details V Print V Attachments V	Cancel Request