Cancelling a Travel Request

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

Note: If a request has not yet been approved, you can Recall it, 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.