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

Note: If a request has not yet been approved, you can recall it, make the appropriate changes, and resubmit.
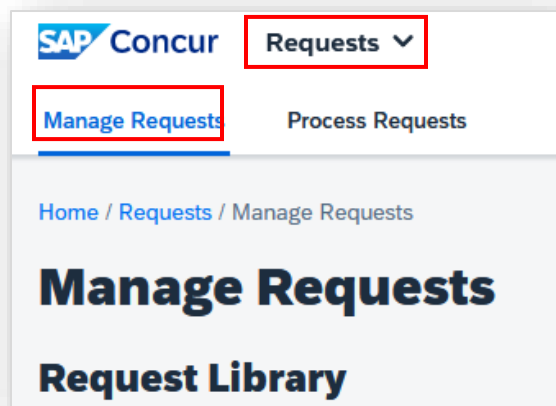
1. To cancel a request, navigate to your fully approved request and click on **More Actions** > **Cancel Request**.

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.
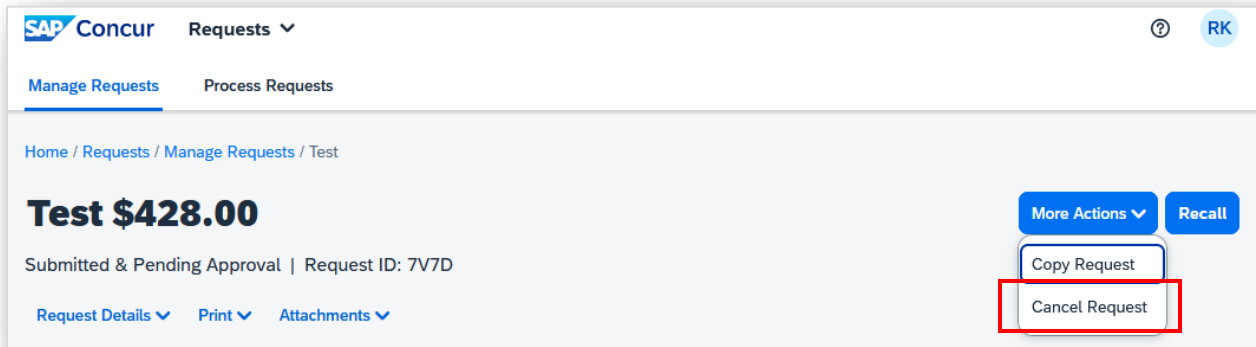
2. After canceling the Requests, go to *Requests*, then *Manage Requests.*

3. In the *Request Library*, **change** the View filter to *All Requests*.

a. Select the request you wish to copy.

b. **Click** *Copy Request*.

4. A pop-up will appear asking you to rename the request. Enter the new name and the starting date for the request, then **click** *Create New Request*.

Note: If you would like to carry over the expenses from the previous request, make sure to check the box labeled "Expenses."
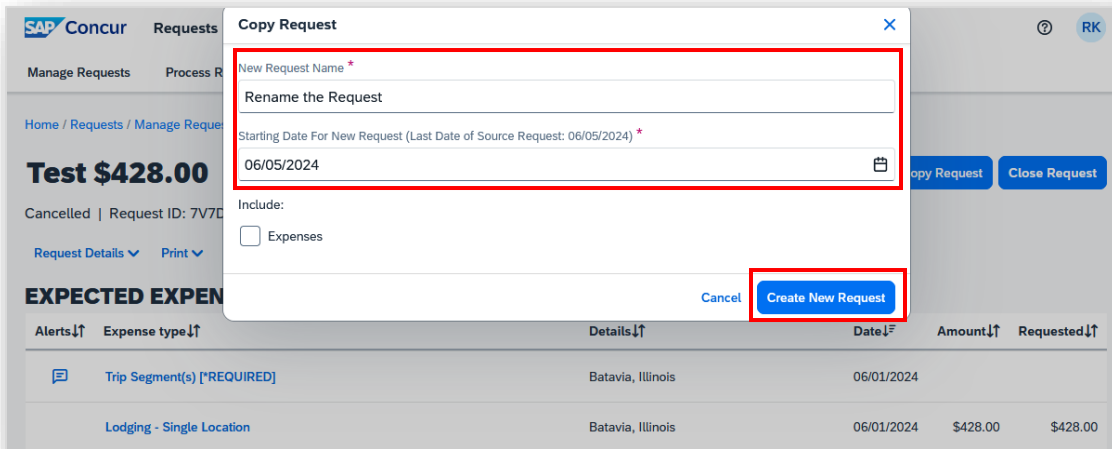
5. Modify or update any necessary fields, and then resubmit the request for approval.