

## TRAVEL APPLICATION

## Request

## HELPFUL HINTS

 To cancel a travel request it must be in *Open* status.

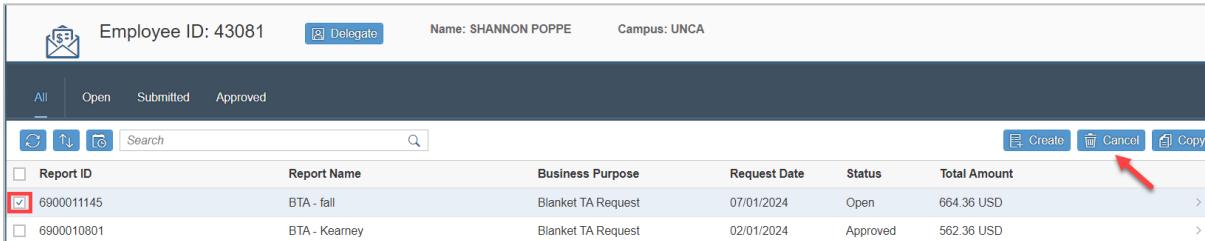
**Note:** if the trip was taken and it was a Zero \$ trip or no reimbursement is expected by the traveler, the expense report will need to be cancelled. Review the reference guide to [cancel an expense report](#).

## PROCEDURE

If the travel request was submitted and/or approved, recall it by clicking on .

 Domestic travel requests can be recalled one day prior to the start of travel. International travel requests can be recalled 15 days prior to the start of travel.

To cancel a travel request, click the checkbox at the left of the report line. Click the cancel button.



Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
<input checked="" type="checkbox"/> 6900011145	BTA - fall	Blanket TA Request	07/01/2024	Open	664.36 USD
<input type="checkbox"/> 6900010801	BTA - Kearney	Blanket TA Request	02/01/2024	Approved	562.36 USD

A confirmation pop-up box appears. Click Ok.

