CLOSE or CANCEL A REQUEST GUIDE





Close or Inactivate Requests

 If a Request has been APPROVED but is no longer needed, you can Cancel or CLOSE/Inactivate the Request by opening the Request and clicking MORE ACTIONS on the top right of the Request and then Cancel Request



2. A new window will popup to add a comment to explain why you are canceling the Request (Examples may be: Trip Canceled, No Expenses or Expense Report, etc). Once comment has been added, Click OK to save.

Cancel Request	×
Add a comment to explain why you are cancelling the request. Then click OK to confirm the cancellation.	
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3. All Requests are available to the traveler under the Active Request Tab at the top of the Manage Request Page.

Manage Requests	
Manage Requests	ew Active Requests V
€ Create New Request	Active Requests Not Submitted 10/27/2021
	Pending Approval Approved Montreal
	Cancelled Closed
	All Requests "Reports To"
	Jackson-Elmoore, Cynthia