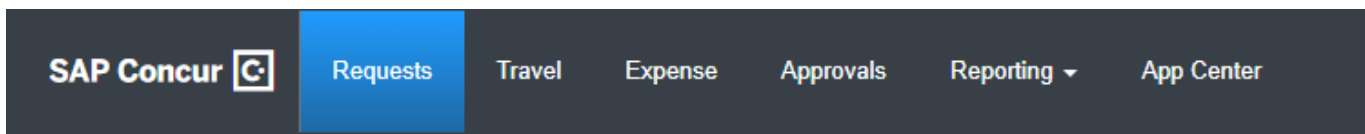


# CLOSE or CANCEL A REQUEST GUIDE



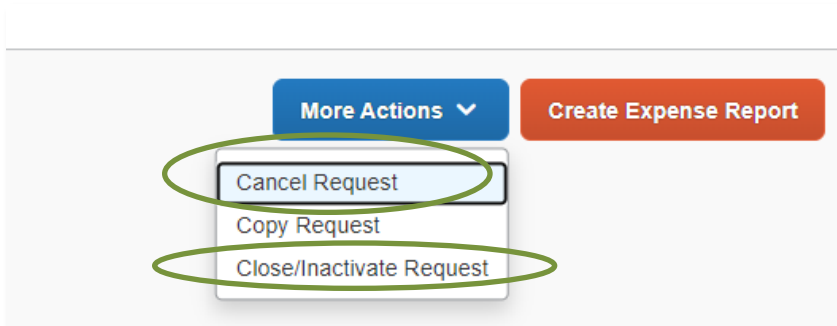
**CAL POLY**

**Strategic Business Services**

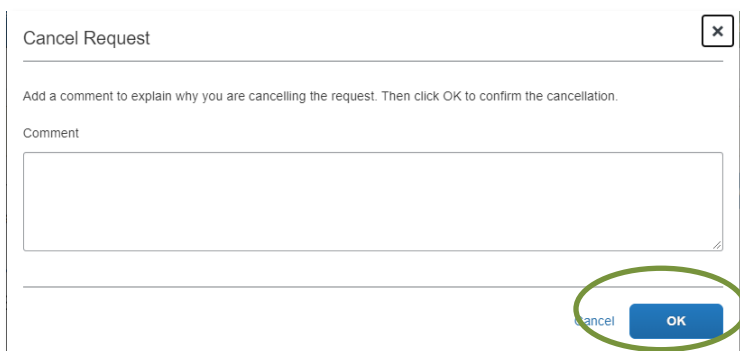
**ADMINISTRATION & FINANCE**

## Close or Inactivate Requests

1. 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.



3. All Requests are available to the traveler under the Active Request Tab at the top of the Manage Request Page.

