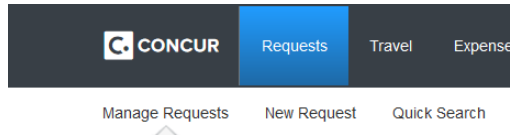


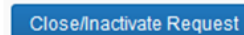
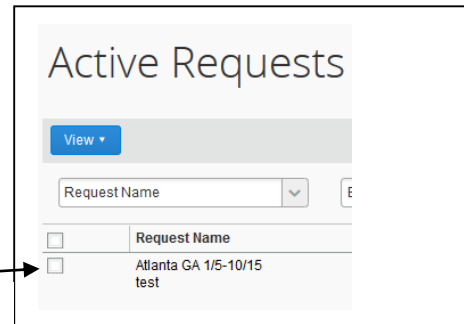
Job Aid Description: : Delete or Close/Inactivate a Travel Request for a Cancelled Trip

If you created a Travel Request and did not take the trip (**and there are no airfare or travel agent fee(s) to report**) or you failed to pull it in to an expense report, then you should **Delete** (or **Close/Inactivate**) the travel request as follows:



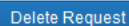
For a Travel Request that **has been approved**:

1. Click on **Requests > Manage Requests**.
2. Click the checkbox to the left of the **Request Name**.
3. Click **Close/Inactivate Request**.



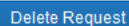
For a Travel Request that has **not yet been submitted**:

1. Click on **Requests > Manage Requests**.
2. Click on the checkbox to the left of the **Request Name**.
3. Click **Delete Request**.



For a Travel Request that has been **submitted but not approved**:

1. Click the **Recall** button.
2. Click on **Requests > Manage Requests**.
3. Click on the checkbox to the left of the **Request Name**.
4. Click **Delete Request**.



If there are airfare and/or travel agent fee(s) in your account, you can locate them under the Expense tab and Available Expenses.