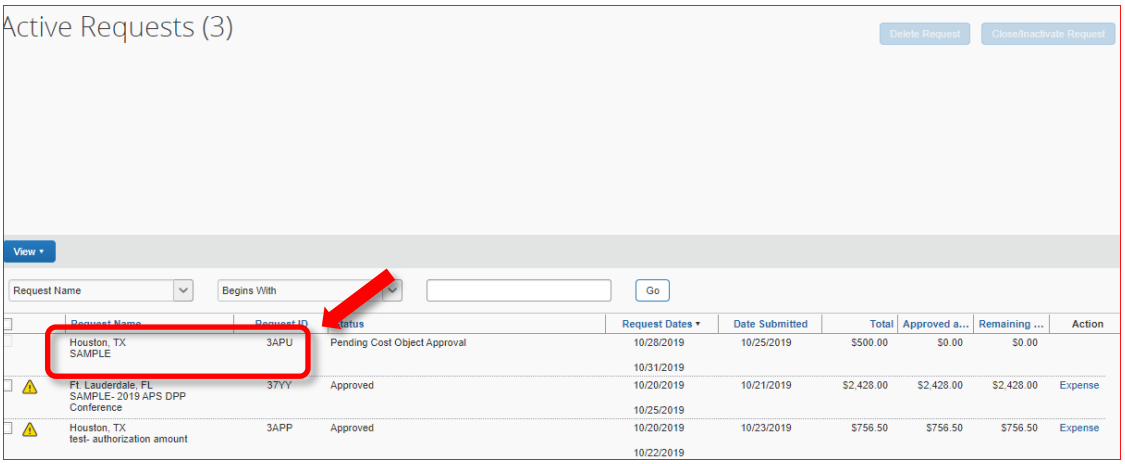
Cancel/Alter a Submitted Request

Objective: This section will go over the proper step to cancel or make changes to a submitted request

Recalling a Travel Request for modifications

Note: You cannot make any changes to a Travel Request that has been submitted unless you Recall it first. A user may recall a request at any point in the approval process. **before the trip commences*

1. Select the Request you wish to change from the Active Requests page.



2. Click on the **Recall button**. Click Yes to confirm the recall of this request.

3. Your Manage Requests page will denote that this Request was sent back to the user.

4. Click on the Request and make any necessary changes, then resubmit the Request for approval.

Note: If any approvers were added manually to the approval flow on the original request, they must be added again when the request is resubmitted for approval.

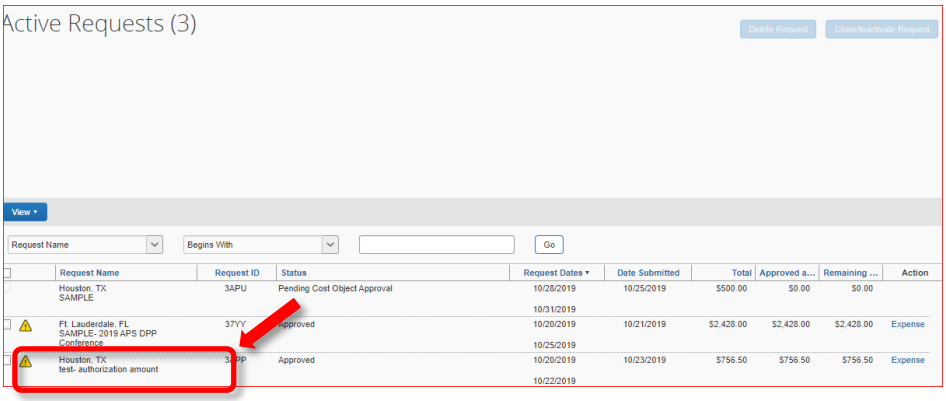
Cancel/Alter a Submitted Request

Objective: This section will go over the proper step to cancel or make changes to a submitted request

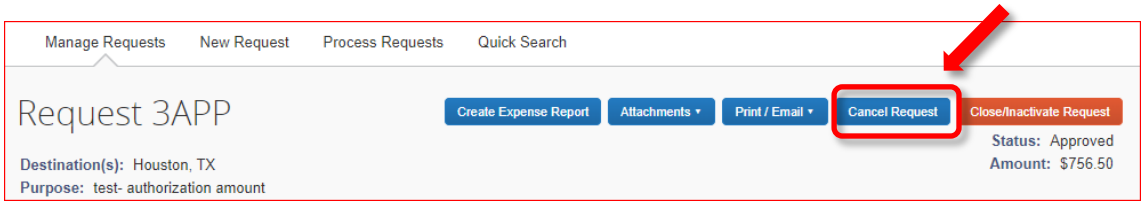
Cancelling a Travel Request

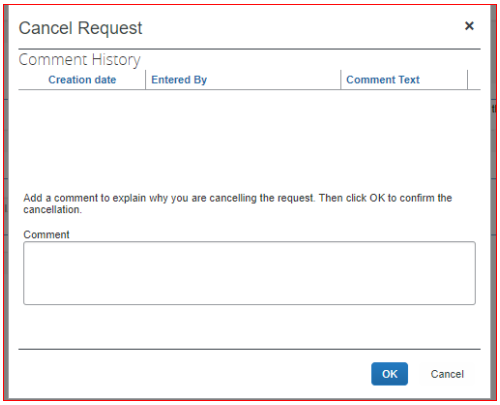
Note: You can cancel a Travel Request at any point. When cancelling a trip, it is the traveler's responsibility to cancel all travel reservations and registrations associated with the trip.

1. Select the **Request** you wish to change from the **Active Requests** page.



2. Click on the **Cancel Request button**.



3. Add a **comment** to explain why you are cancelling the request. Then click **OK** to confirm the cancellation.

Note: Requests that have never been submitted can be deleted. All other Requests can be marked closed / inactivated. **Do not close / inactivate a request if there are costs incurred that must be expensed for the trip, including costs that have been prepaid by PPPL (i.e., airfare, registration fee, etc)*