

CANCEL EXPENSE REPORT: NO REIMBURSEMENT

Updated April 22, 2024

TRAVEL APPLICATION

Expense

HELPFUL HINTS

To cancel an expense report, the report must be in Open status.

PROCEDURE

If not seeking reimbursement for a trip (e.g., Zero \$ trip or all expenses were pre-paid), an expense report can be cancelled.

From the expense tile in Firefly, locate the report.

- If the report was a Zero \$ trip: open the expense report and make a change such as adding a comment "Closing – no reimbursement" and save the report. The report status will then change from Approved Request to Open.
-or-
• If the expense report has expenses that require a receipt, delete those lines but keep at least one expense type that does not require a receipt. Save the report, which changes the status to Open.

Checkmark the expense report line and click Cancel.

Employee ID: 43081 | Delegate | Name: SHANNON POPPE | Campus: UNCA
All | Open | Submitted | Approved | Sent for Payment
Search
Cancel
Table with columns: Report ID, Report Name, Business Purpose, Request Date, Status, Total Amount. Row 1: 6900011171, DEN, Business Trip, 03/23/2024, Open, >
Row 2: 6900011153, OMA, Business Trip, 06/12/2024, Approved Request, 67.20 USD, >
Row 3: 6900011143, BTA - Chadron meetings, Blanket TA Request, 03/01/2024, Open, 485.90 USD, >