CANCEL EXPENSE REPORT: NO REIMBURSEMENT

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.