

CLOSE OUT ZERO DOLLAR REQUEST

TRAVEL APPLICATION

Request

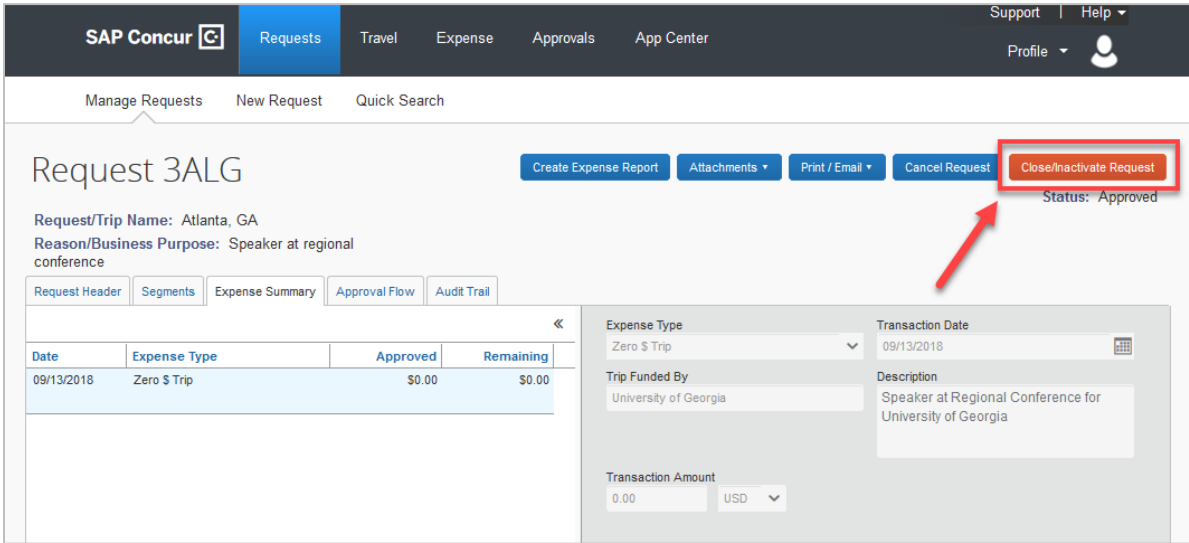
HELPFUL HINTS

- A zero dollar request can be closed/inactivated if no expenses were incurred by the traveler.

PROCEDURE

After a zero dollar trip has occurred, no further action is required. An expense report is unnecessary if there is no reimbursement to the traveler.

The travel request can be closed/inactivated to remove it from the Active Requests screen. To close/inactivate a travel request, open the request and click on **Close/Inactivate Request**.



A pop-up message appears. Click on **OK**.

