DELETE A REQUEST

TRAVEL APPLICATION

Request

HELPFUL HINTS

• A travel request that has been created and saved, but not yet submitted can be deleted. Submitted travel requests need to be canceled or closed/inactivated (not eligible for deletion).

PROCEDURE

To delete a saved travel request:

1. Click on the request tab.
2. Locate the travel request to delete.
3. Select the checkmark on the left side of the request and click on Delete Request.
4. A confirmation window will appear, click yes.
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5. The travel request is deleted and no longer available on the requests tab.

Requests that have been deleted will be removed from the active requests list. To view deleted requests click the dropdown and select "Cancelled Requests."