EDIT A SAVED TRAVEL REQUEST

TRAVEL APPLICATION

Request

PROCEDURE

To edit a saved travel request, open the requests tab and locate the request. Click anywhere in the row to open.

REQUEST HEADER

Make any changes needed within the request header tab. Click on Save. Continue to the segments and expenses tabs if needed.
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SEGMENTS

Select the segments tab and click Modify to make a change to a specific segment (air ticket, hotel reservation, or car rental).

Make the desired changes and click on Save.

If the segment is no longer needed, click on Delete.
Click on the expenses tab. To update an existing expense, click on the row or in the checkbox next to the expense date.

Make the desired edits and click on Save.
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To delete an expense, click the checkbox next to the expense and click Delete.

To add an attachment, click the Attachments dropdown menu and select attach documents. Browse, select, and upload a document, then click close. Refer to Adding an Attachment to a Request for more information.

If the travel request is ready to submit, click on Submit Request. Otherwise, return to the request header tab and click Save.