EDIT A SAVED TRAVEL REQUEST

TRAVEL APPLICATION

Request

PROCEDURE

To edit a saved travel request, open the requests tab.

1. Locate the request to edit, click anywhere in the row to open.

2. Make any changes needed within the request header tab. Click on Save. Continue to the segments and/or expenses tab, if needed.
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Segments

3. Click on the segments tab.
4. Click on Modify to make a change to a specific segment (air ticket, hotel reservation, or car rental).

5. Make the desired changes and click on Save.

6. If the segment is no longer needed, click on Delete.
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Expenses

7. Click on the expenses tab.
8. To update an existing expense, click anywhere on the row or in the checkbox next to the expense date.

9. Make the desired edits and click on **Save**.

10. To delete an expense, click the checkbox next to the expense and click **Delete**.
11. To add an attachment, click the **Attachments** dropdown menu and select **attach documents**.
12. Browse, select, and upload to attach a document, click close. Refer to *Attaching Documents* for more information.
13. If the travel request is ready to submit, click on **Submit Request**. Otherwise, return to the request header tab and click on **Save**.