

A submitted, *but not approved* travel request can be recalled for editing by the traveler or a delegate.

To recall a travel request, open the request and click on *Recall*.

The screenshot shows a web interface for a travel request titled "Request 9YU6". At the top right, there are buttons for "Attachments", "Print / Email", "Cancel Request", and "Recall". The "Recall" button is highlighted with a red box and a red arrow. Below the buttons, the status is "Submitted & Pending Supervisor Approval" and the amount is "\$1,908.00". A red "Recall" button is also visible in the center of the page. The main form area has tabs for "Request Header", "Segments", "Expense Summary", "Approval Flow", and "Audit Trail". The "Request Header" tab is active, showing fields for "Request/Trip Name" (Denver, CO Part II), "Request/Trip Business Start Date" (10/14/2020), "Request/Trip Business End Date" (10/16/2020), "Request/Trip Purpose" (Conference Attendee), and "Destination City" (Denver, Colorado). There is also a "Destination Country" dropdown menu set to "UNITED STATES". At the bottom of the form, there is a section labeled "Identify external entity & describe covered".