

Cancel Expense Report: No Reimbursement

Updated March 18, 2026

Travel Application

Expense

Helpful Hints

To cancel an expense report, the report must be in *Open* status.

Procedure

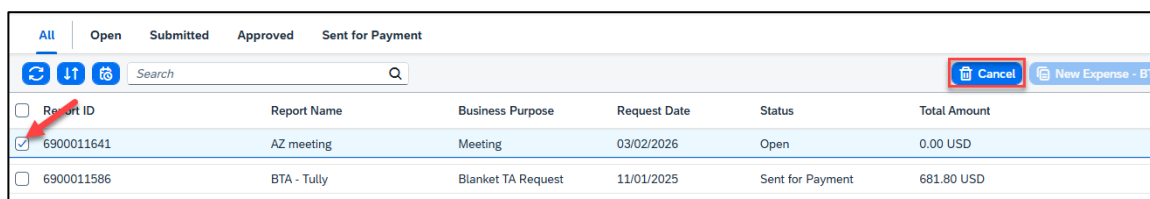
If not seeking reimbursement for a trip (e.g., Zero \$ trip or all expenses were pre-paid), an expense report can be cancelled. From the expense tile in Firefly, locate the report.

- If the report was a Zero \$ trip: open the expense report and save the report. The report status will change from *Approved Request* to *Open*.

-or-

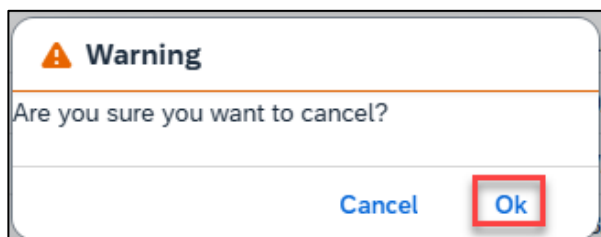
- If the expense report has expenses that require a receipt, delete those lines but keep at least one expense type that does not require a receipt (such as mileage or meals per diem). Save the report, which changes the status to *Open*.

Checkmark the expense report line and click *Cancel*.



Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
<input checked="" type="checkbox"/> 6900011641	AZ meeting	Meeting	03/02/2026	Open	0.00 USD
<input type="checkbox"/> 6900011586	BTA - Tully	Blanket TA Request	11/01/2025	Sent for Payment	681.80 USD

A confirmation window appears. Click *Ok*.



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The expense report is now cancelled.

<input type="checkbox"/>	Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
<input type="checkbox"/>	6900011641	AZ meeting	Meeting	03/02/2026	Cancelled	0.00 USD
<input type="checkbox"/>	6900011586	BTA - Tully	Blanket TA Request	11/01/2025	Sent for Payment	681.80 USD