

Cancel Non-Travel Expense

Updated July 28, 2026

Travel Application

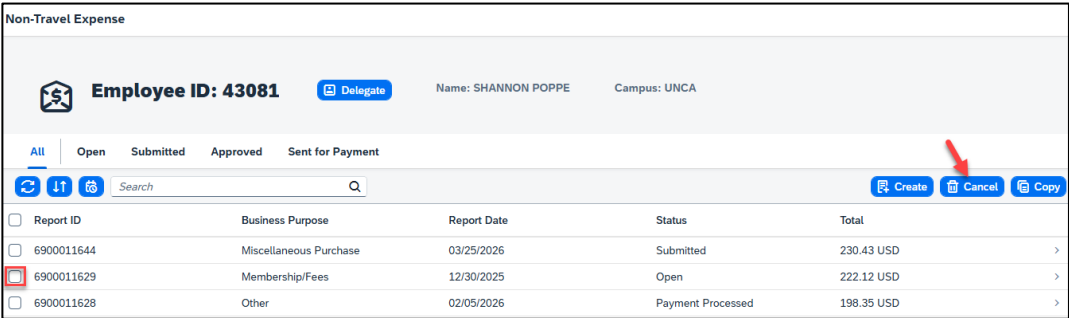
Non-Travel Expense

Helpful Hints

The non-travel expense report must be in *Open* status to cancel.

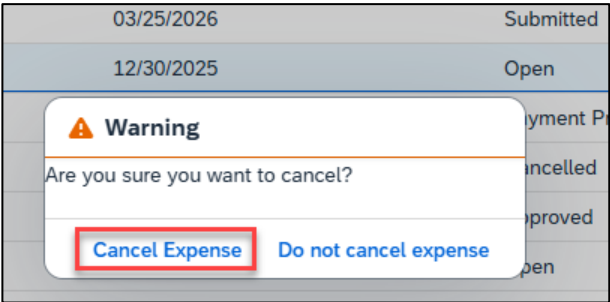
Procedure

Locate the report in the Non-Travel Expense report tile. Click the checkbox to the left of the report to be canceled, then click *Cancel*.

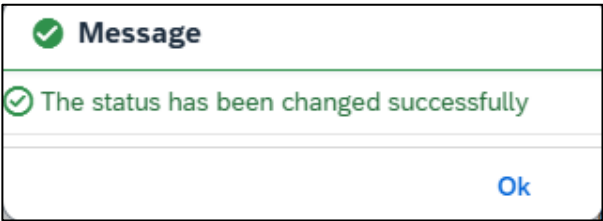


☐	Report ID	Business Purpose	Report Date	Status	Total	
☐	6900011644	Miscellaneous Purchase	03/25/2026	Submitted	230.43 USD	>
☒	6900011629	Membership/Fees	12/30/2025	Open	222.12 USD	>
☐	6900011628	Other	02/05/2026	Payment Processed	198.35 USD	>

A pop-up window appears. Click *Cancel Expense*.



A confirmation pop-up window appears.



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The report is now cancelled.

Search			
☐ Report ID	Business Purpose	Report Date	Status
☐ 6900011644	Miscellaneous Purchase	03/25/2026	Submitted
☐ 6900011629	Membership/Fees	12/30/2025	Cancelled