

# Cancel a Request

Updated March 18, 2026

## Travel Application

Request

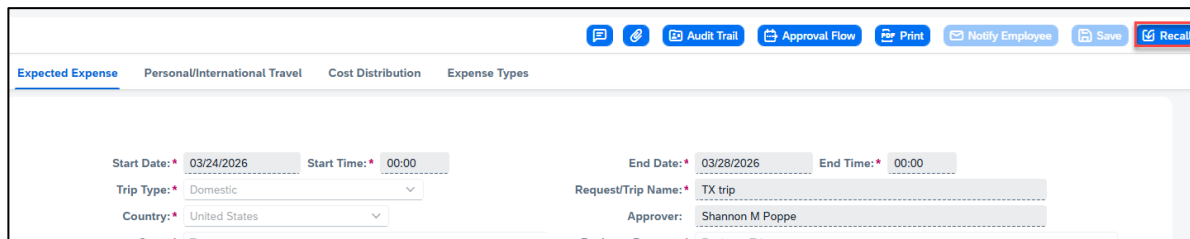
## Helpful Hints

A travel request must be *Open* status to cancel. If the trip start date is in the past, [submit this form](#) for assistance from the NU Travel Office.

Note: if the trip was taken and it was a Zero \$ trip or no reimbursement is expected by the traveler, the expense report will need to be cancelled. Review the reference guide to [cancel an expense report](#).

## Procedure

If the travel request status is either *Submitted* or *Approved*, click *Recall*.

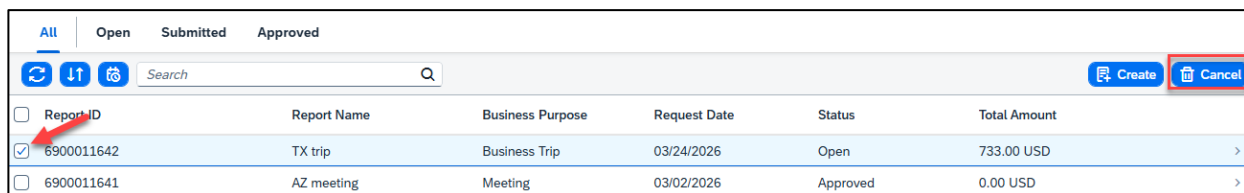


The screenshot shows a web interface for a travel request. At the top, there are several action buttons: Audit Trail, Approval Flow, Print, Notify Employee, Save, and Recall (highlighted in red). Below these are tabs for Expected Expense, Personal/International Travel, Cost Distribution, and Expense Types. The main form area contains the following fields:

Start Date:	03/24/2026	Start Time:	00:00	End Date:	03/28/2026	End Time:	00:00
Trip Type:	Domestic	Request/Trip Name:	TX trip				
Country:	United States	Approver:	Shannon M Poppe				

*Note:* Domestic travel requests can be recalled one day prior to the start of travel. International travel requests can be recalled 15 days prior to the start of travel.

To cancel a travel request, click the checkbox to the left of the report line. Click *Cancel*.



The screenshot shows a table with columns: Report ID, Report Name, Business Purpose, Request Date, Status, and Total Amount. The first row is selected, and a red arrow points to the checkbox in the first column. The Cancel button is highlighted in red.

Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
<input checked="" type="checkbox"/> 6900011642	TX trip	Business Trip	03/24/2026	Open	733.00 USD
<input type="checkbox"/> 6900011641	AZ meeting	Meeting	03/02/2026	Approved	0.00 USD

A confirmation pop-up box appears. Click *Ok*.