Cancel a Request

Updated August 4, 2026

Travel Application

Request

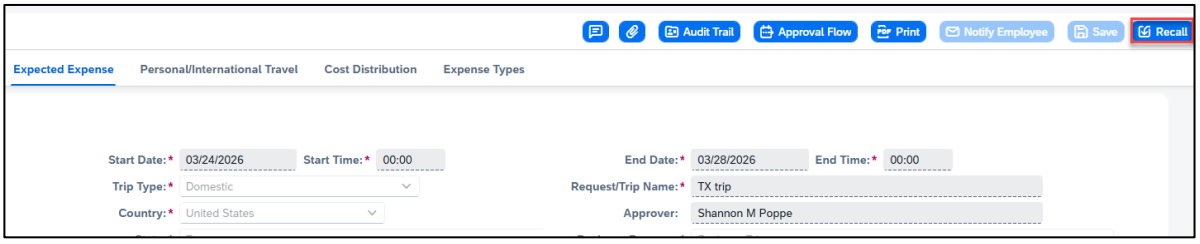
Helpful Hints

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 all expenses are 'company-paid' (no reimbursement expected by the traveler), the traveler will need to submit the expense report to close it out.

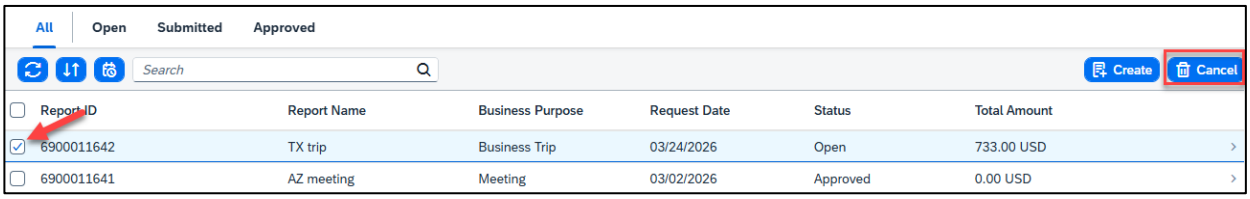
Procedure

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



> *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*.



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

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