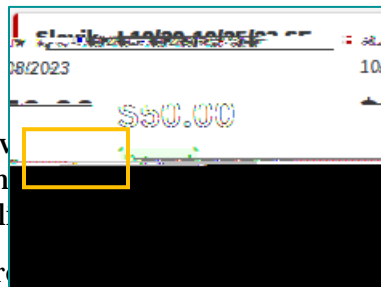


# Recall an Expense Report

If the Report is in the "Review in Progress" status, you cannot recall it.



Recalling the Report through the full Approval Flow even if the Report is in the "Review in Progress" status will not recall the Report. Only Recall the Report if making changes to the Report at any stage in the approval process without recalling the Report.



Recalling the Report is only possible if the Report has a status of "Review in Progress". If the Report is in the "Review in Progress" status, you cannot recall the Report. You could communicate with the Processor regarding additional information for the Report. The user can still attach documents and receipts.

