



## Recall a Request

If the Request is not yet fully approved, users can Recall it to make changes.



The Status changes to

Recalling and resubmitting routes the Request through the full Approval Flow even if some approvals were completed before recalling.

If the user adds any comments to the Header, those are included in the Request Timeline: Request Summary after resubmission.

## Important:

may cancel existing bookings for the trip.