EDIT A SAVED TRAVEL REQUEST

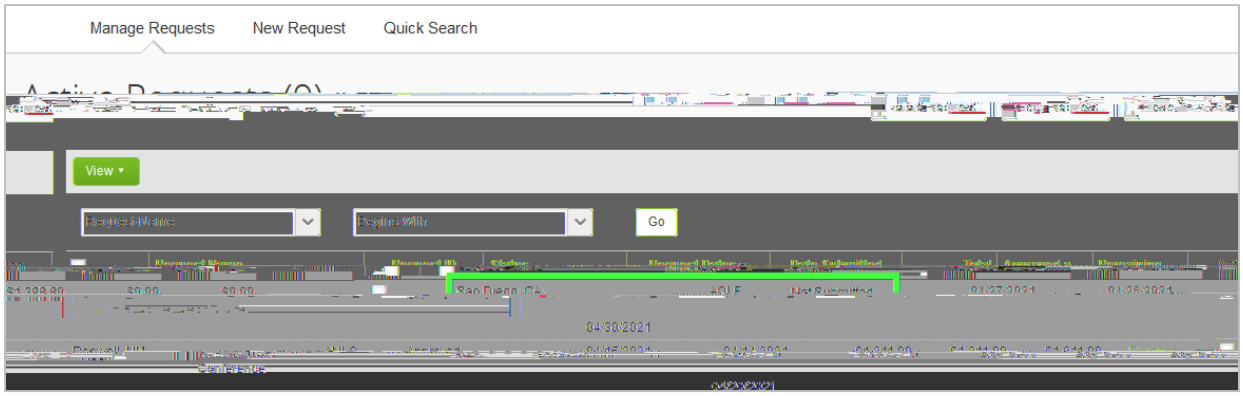
Travel Quick Reference Guide

TRAVEL APPLICATION

Request

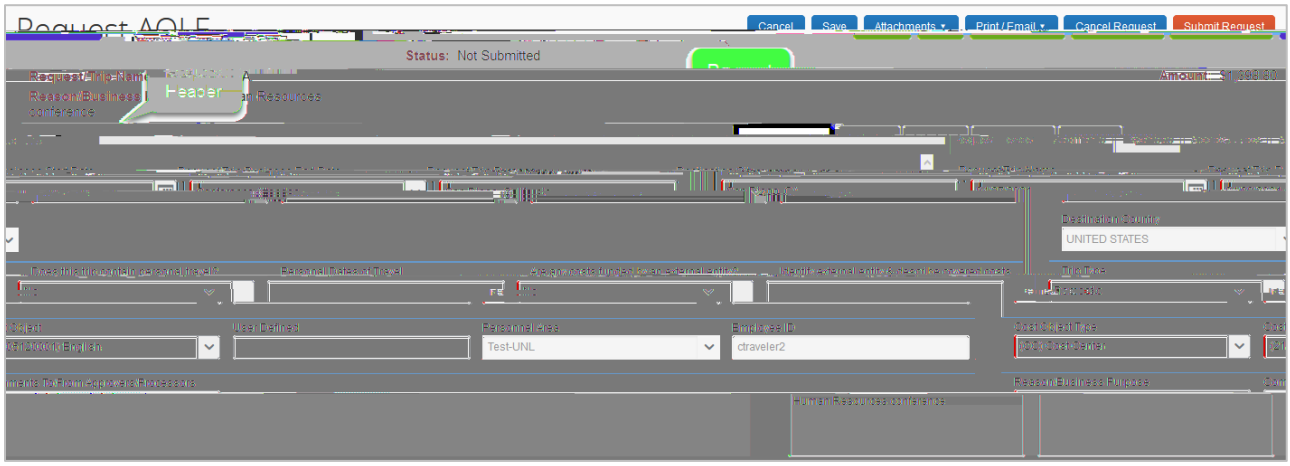
PROCEDURE

To edit a saved travel request, open the requests tab and locate the request. Click anywhere in the row to open.



REQUEST HEADER

Make any changes needed within the request header tab. Click on Save. Continue to the segments and expenses tabs if needed.



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