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TRAVEL EXPRESS USER MANUAL

REMOVE OR DELETE A REQUEST

REMOVE A REQUEST

A request can be removed, but doing so can have an impact on any vouchers created from the request.

1. To delete a request, find the request by clicking **View/Edit Request** in the **Requester/Travel Menu**.
2. Click the **Request** tab, and then click **Remove**. If the request has not been sent to an approver, it will not be seen in Reports or Processed Documents.

Do not remove a request if a request has been approved and any of the line items of the request have been put onto a voucher until the voucher has been sent to STARS. Otherwise on the **Fiscal Coding** screen, the **Request Travel Details** and the **Request Audit Trail** will read, “No data to display” and the request will not be seen in **Reports**. It can be found in the **Processed Documents** menu with a status of “Removed”.

REPORTS AND PROCESSED DOCUMENTS

If the request has been approved, but a voucher is not created from it, and the request is removed, it can be found in the **Travel Request** and **Audit Reports**.

If the request has been approved, and a voucher is created from it (even in Draft status), and the request is removed, it can be found in the **Processed Documents > Processed Requests** screen and in the **Travel Request** and **Audit Reports**. The voucher will not be affected except that on the **Fiscal Coding** screen, the **Request Travel Details** and the **Request Audit Trail** will read, “No data to display”.