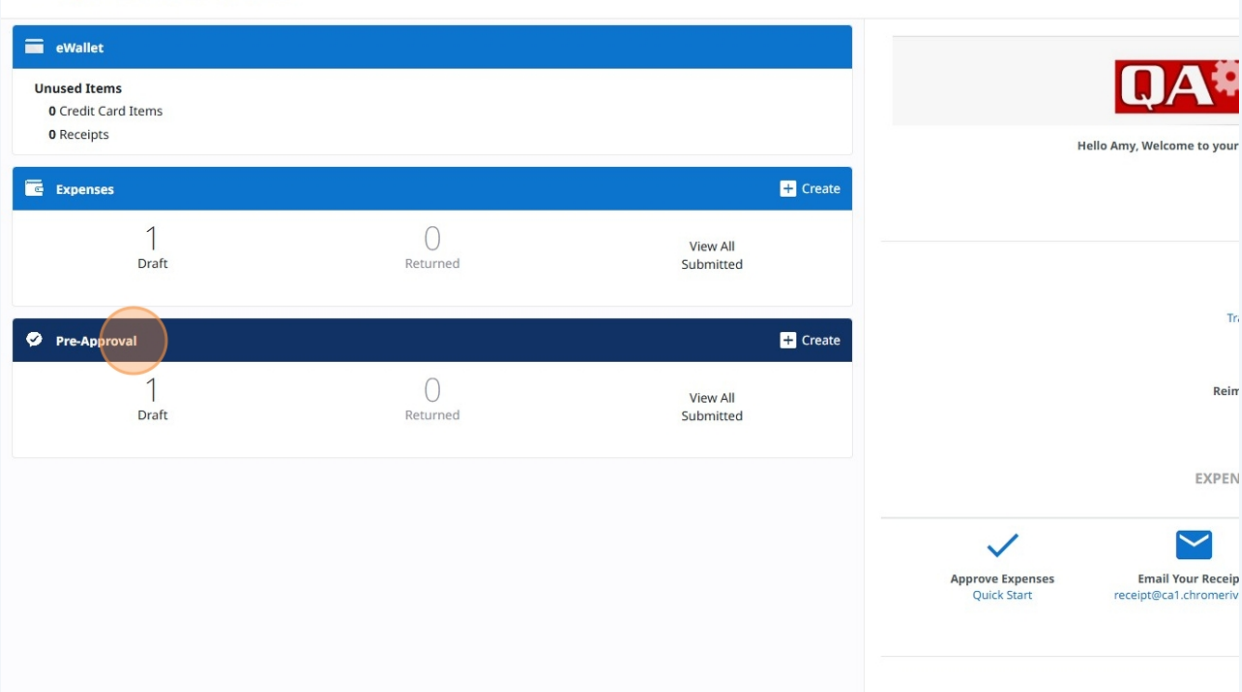
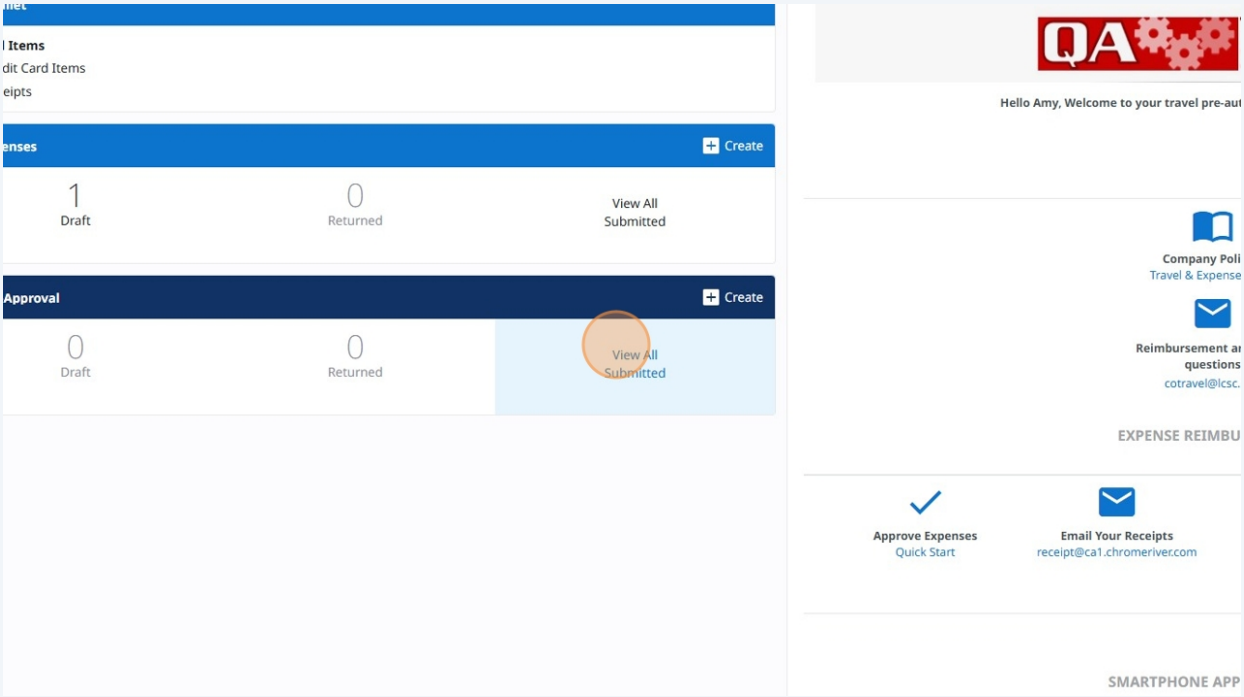
How to recall a Pre-Approval or Expense Report

1 For Pre-Approval look under Pre-Approval section

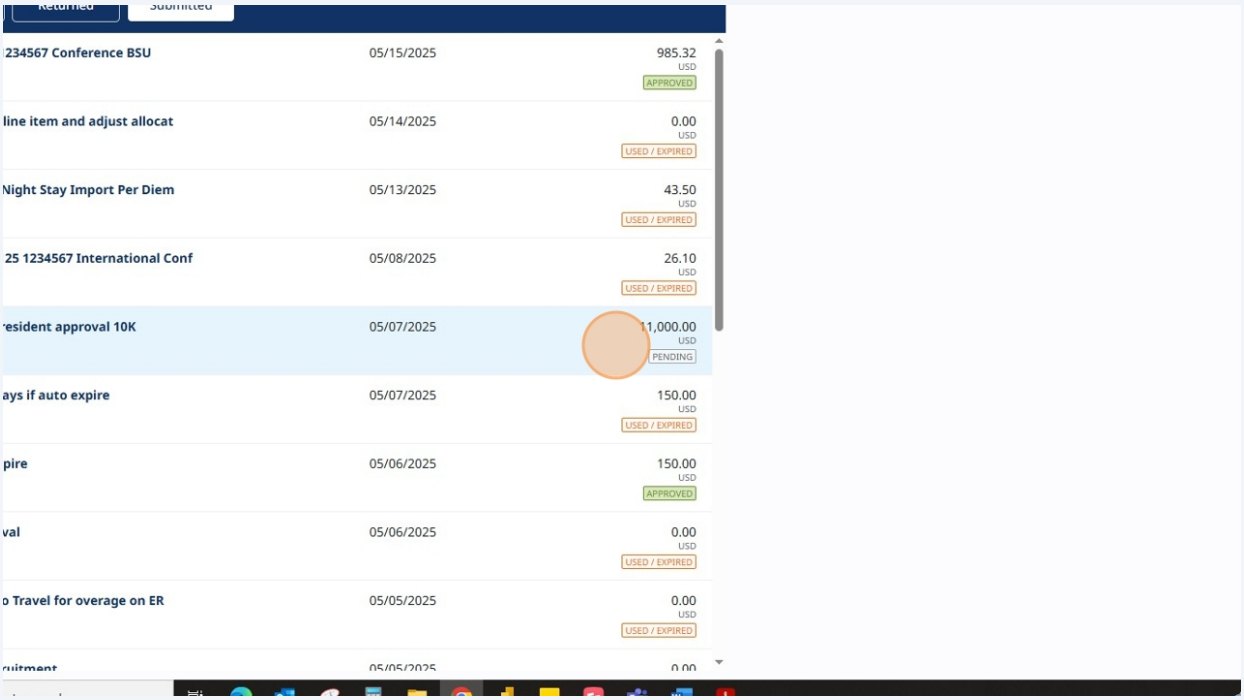


2 Click here to view everything submitted

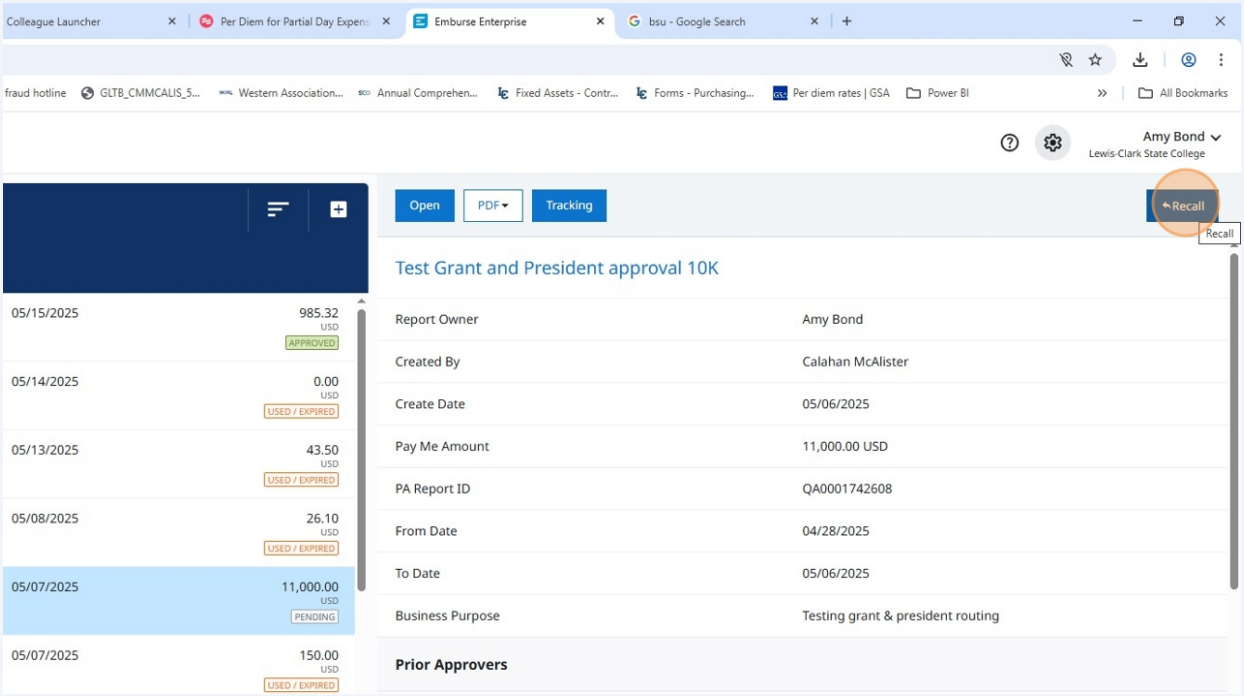


3 Find the report that you want to recall and click once on it.

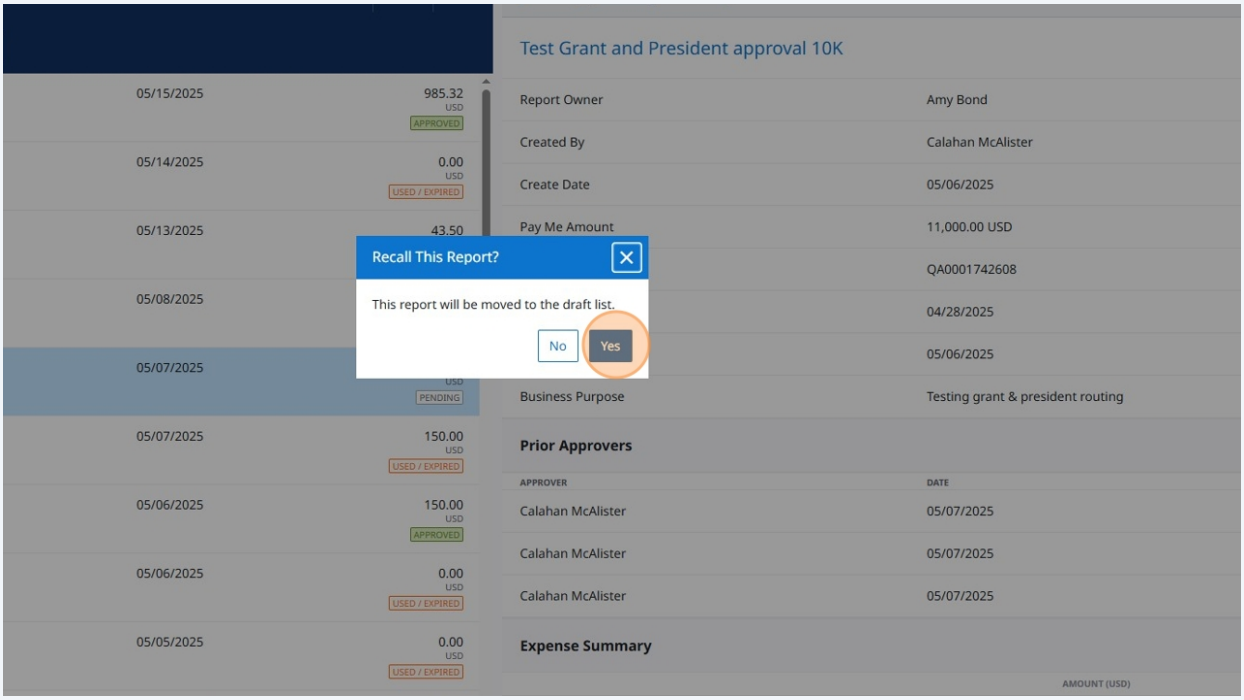
Remember if the report is already approved all the way you are unable to recall the report.



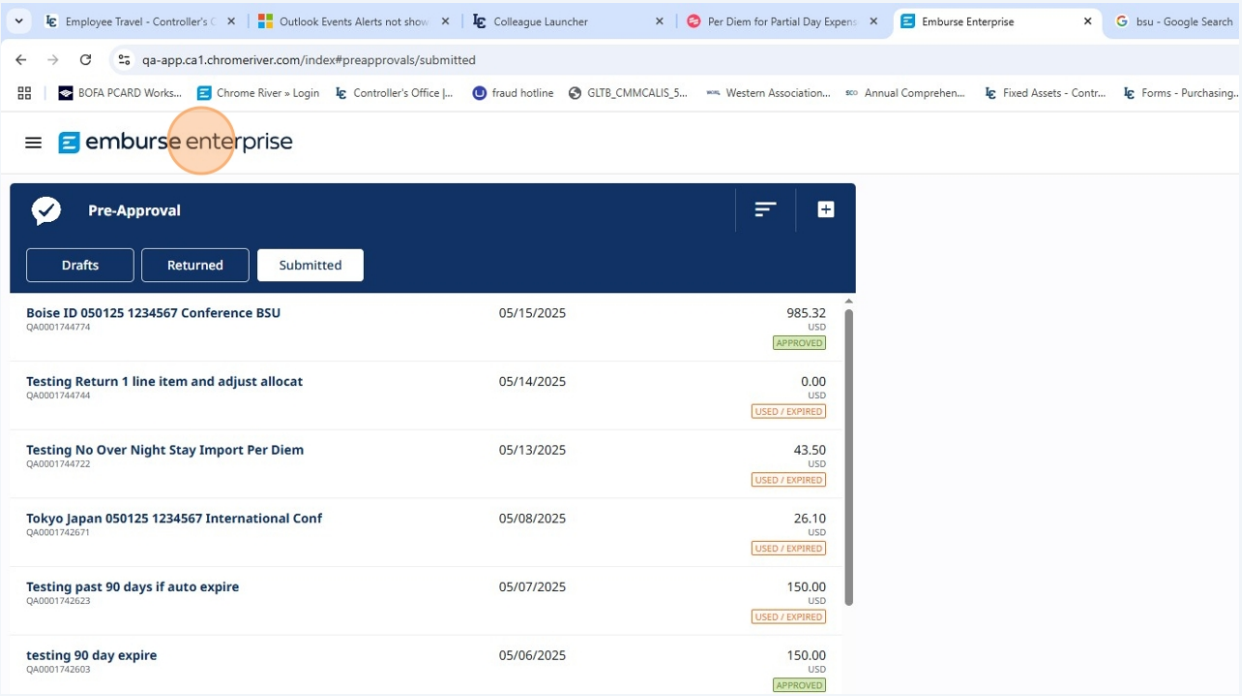
4 Click on recall icon



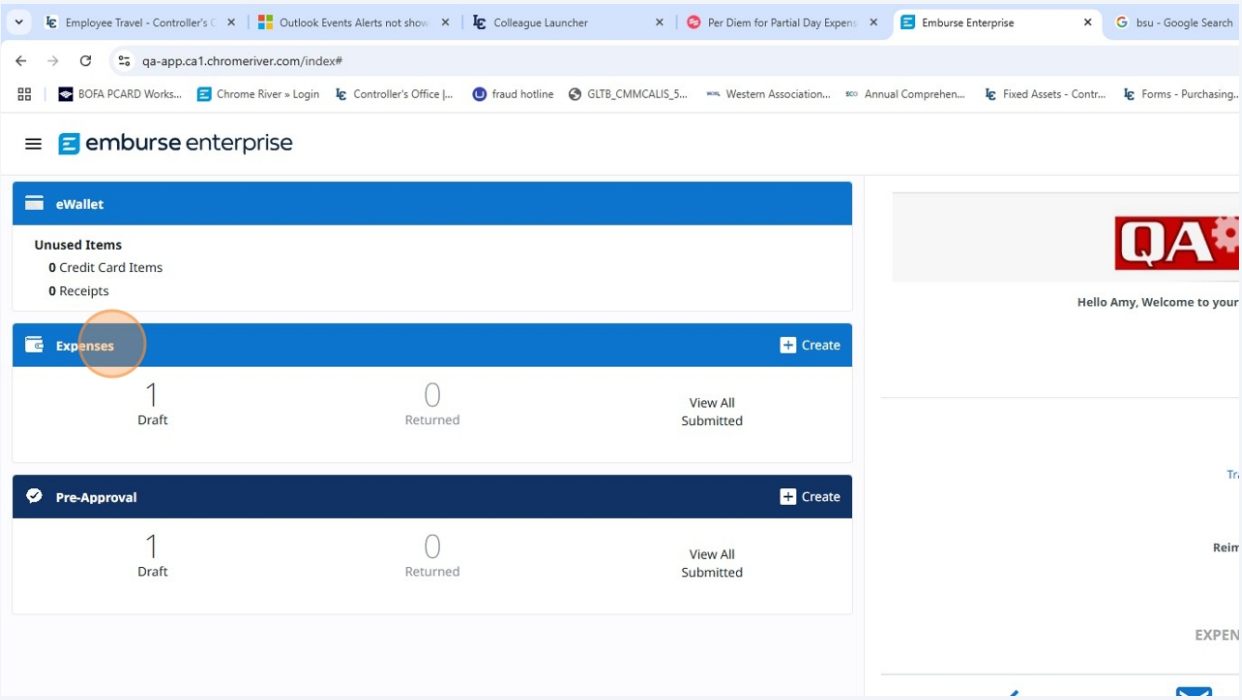
5 Click here



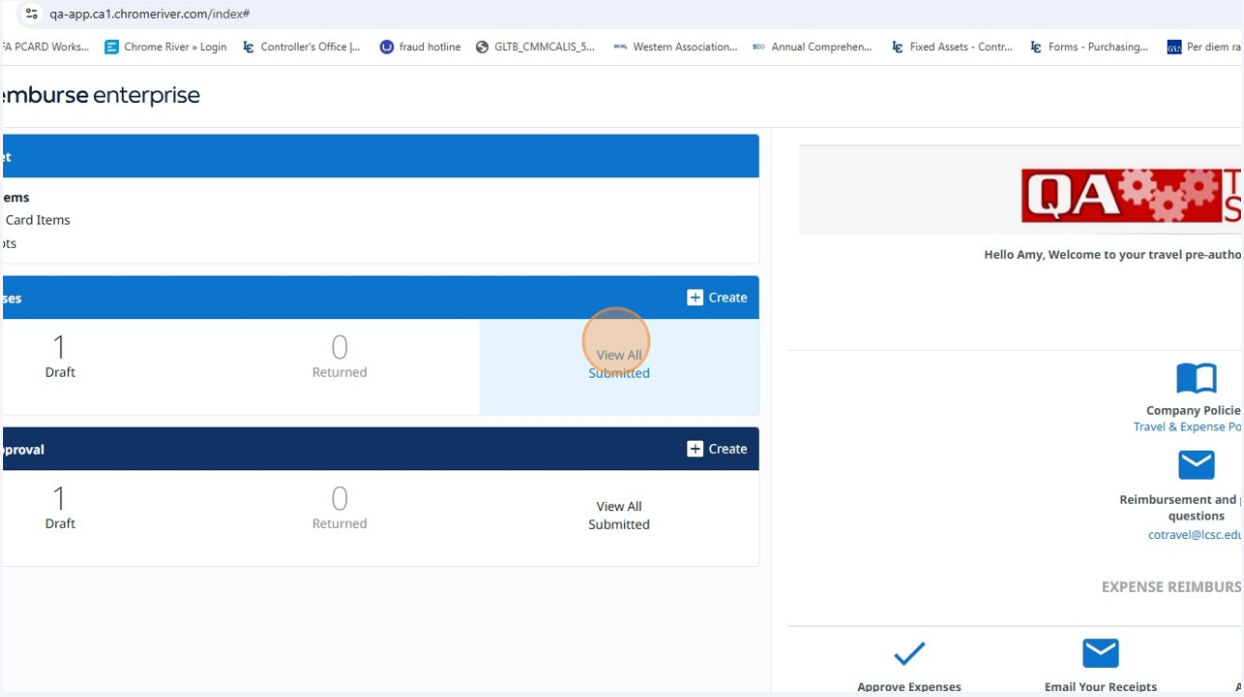
6 Going back to home screen to look at Expense Report recall



7 For Expense Report look under Expenses section



8 Click here to view everything submitted



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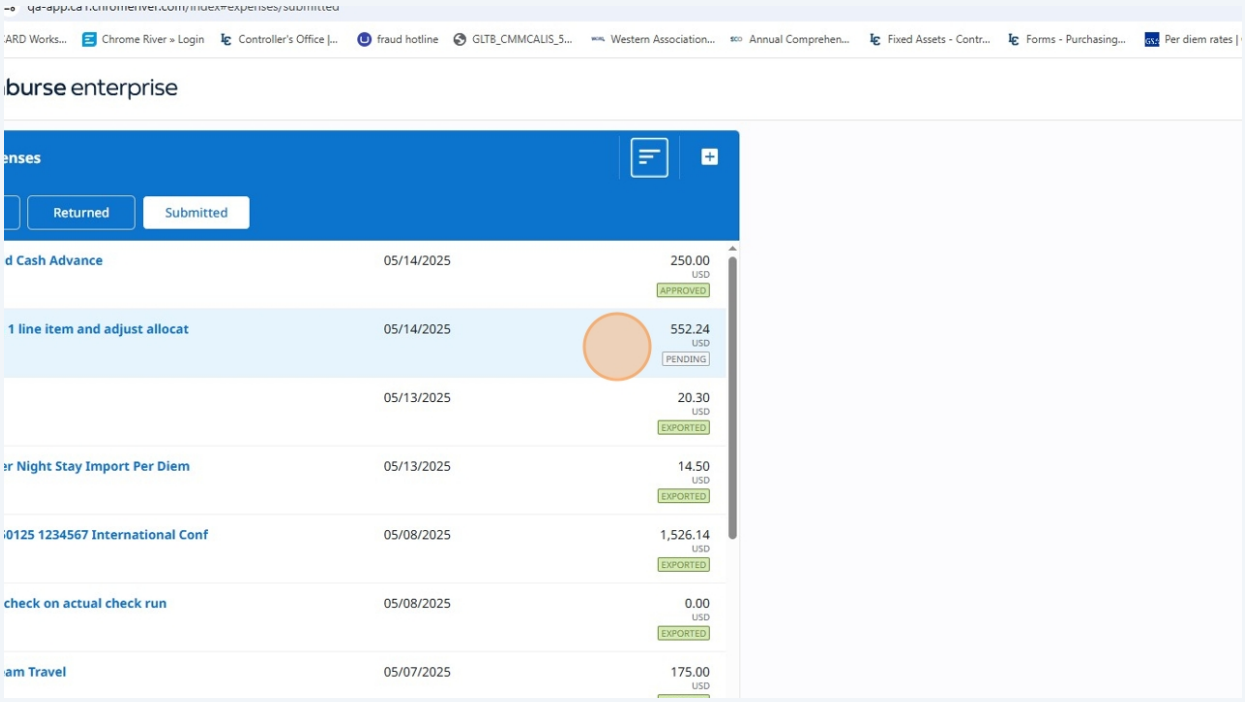
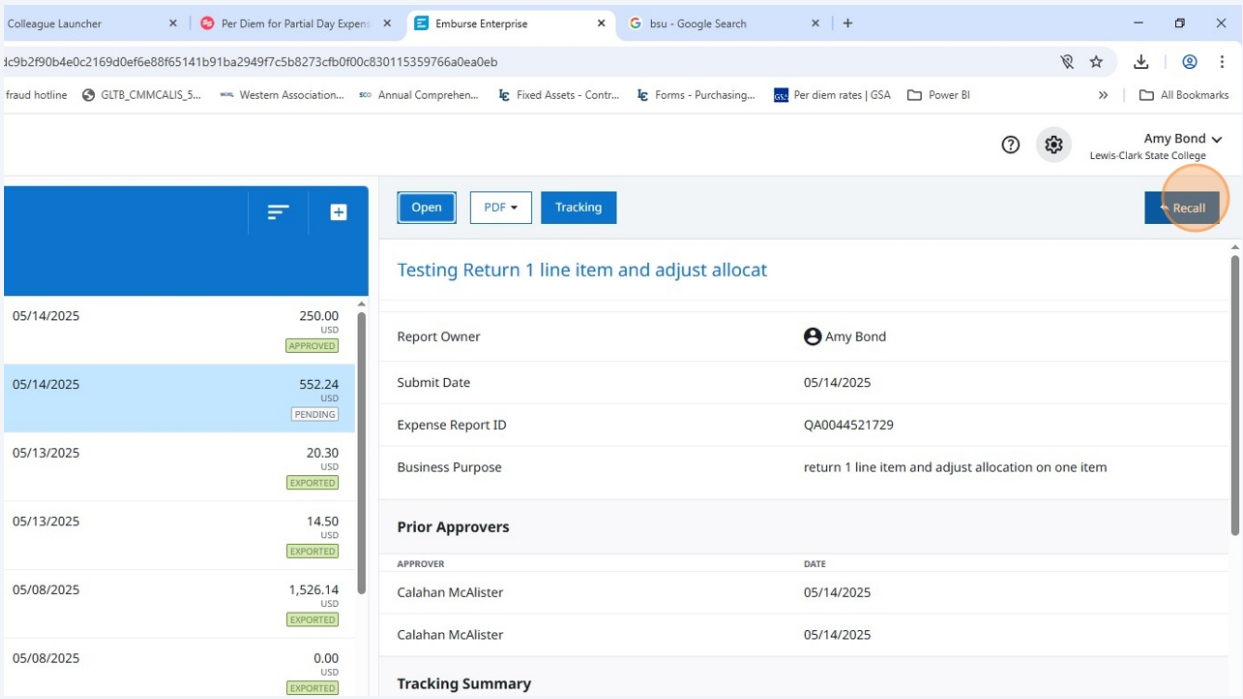
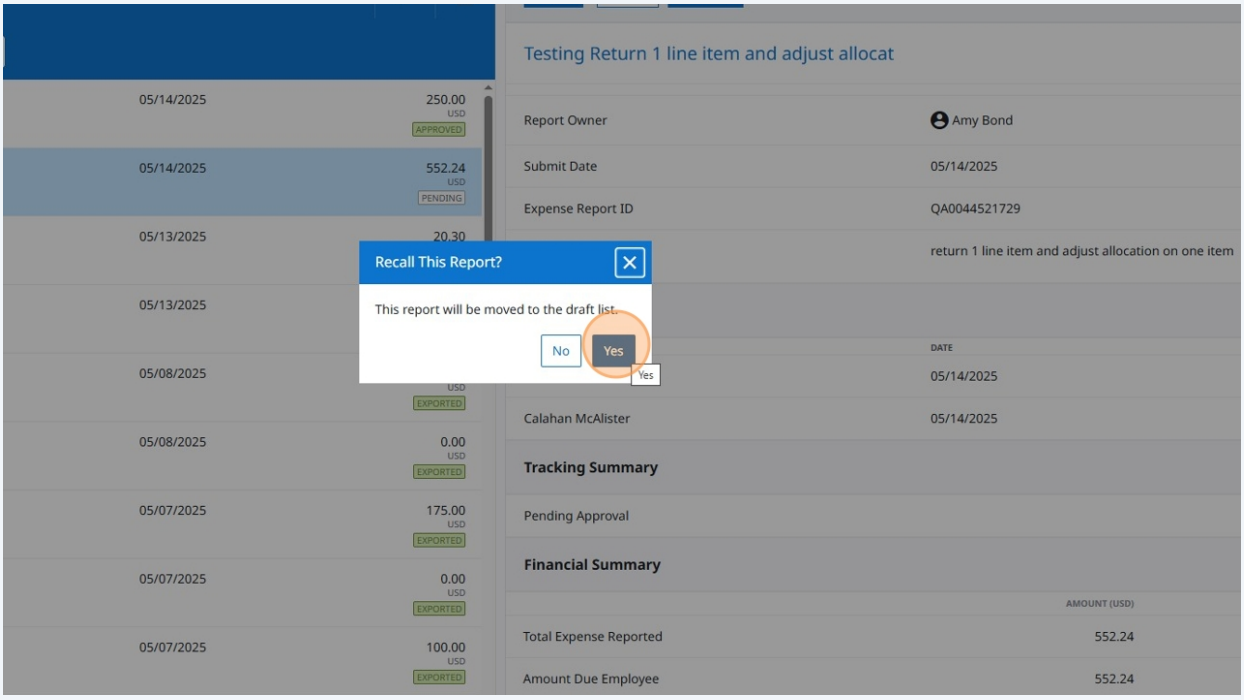


10 Click on recall icon



11 Click here