How to recall a Pre-Approval or Expense Report

1   For Pre-Approval look under Pre-Approval section

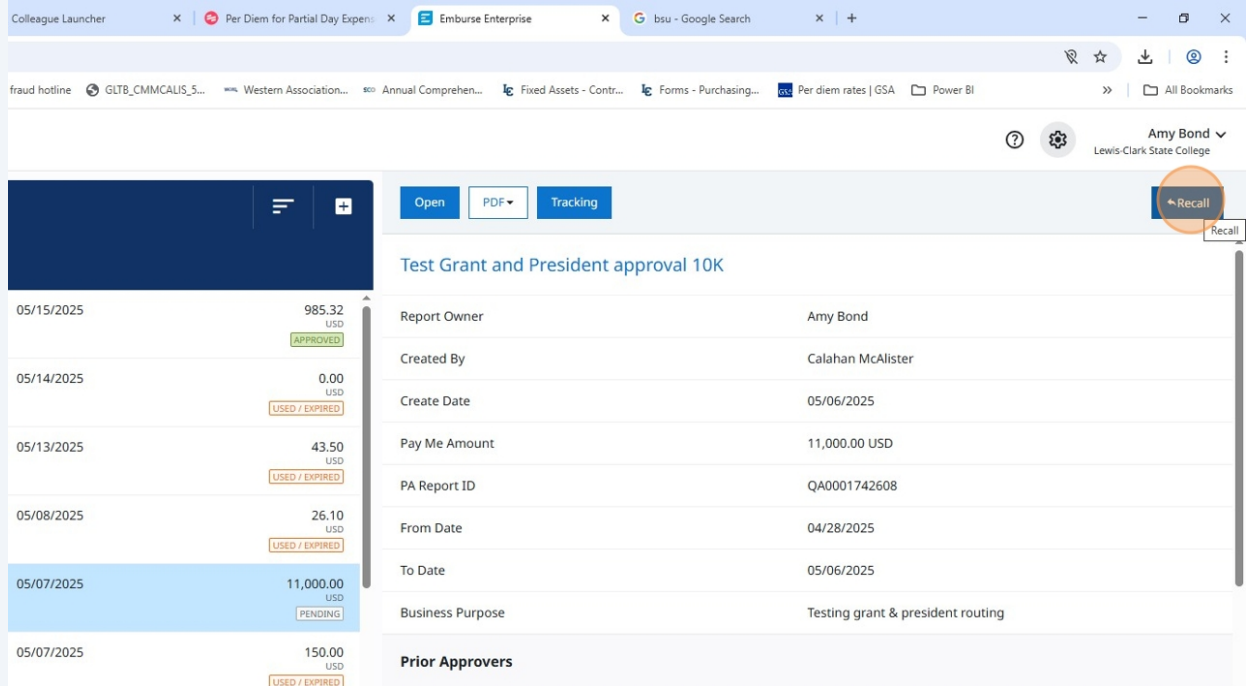**2**   Click here to view everything submitted

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

9 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.

10 Click on recall icon

11 Click here

05/14/2025	250.00 USD APPROVED
05/14/2025	552.24 USD PENDING
05/13/2025	20.30
05/13/2025	
05/08/2025	USD EXPORTED
05/08/2025	0.00 USD EXPORTED
05/07/2025	175.00 USD EXPORTED
05/07/2025	0.00 USD EXPORTED
05/07/2025	100.00 USD EXPORTED

Testing Return 1 line item and adjust allocat

Report Owner	Amy Bond
Submit Date	05/14/2025
Expense Report ID	QA0044521729
	return 1 line item and adjust allocation on one item

Recall This Report? ✕

This report will be moved to the draft list.

No Yes

	DATE
	05/14/2025
Calahan McAlister	05/14/2025

Tracking Summary

Pending Approval

Financial Summary

	AMOUNT (USD)
Total Expense Reported	552.24
Amount Due Employee	552.24