

## Recall a Request

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

**Lardner, K 04/17-21 FAI-SEA \$1,760.65**  
 Submitted & Pending Approval by your Supervisor | Request ID: 7FPQ  
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The Status changes to “Returned” with a note of “Sent Back to User”.

**Lardner, K 10/13-17/22 ANC-SEA**  
 10/13/2022 | 637G  
**\$1,710.95**  
Returned  
Sent Back to User

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.

**Request Timeline**  
 Slavik, J 10/20-10/25/23 SE | \$1,774.00

Approval Flow	Request Summary
<div> <div>Department Approver</div> <div>Supervisory Approval</div> </div>	<div> <b>REQUEST COMMENT</b>            Miles, Travis 10/05/2023            Requires additional approvals         </div>

**Important:** Do not Recall a Request no longer in “Pending on-line Booking” status. Doing so may cancel existing bookings for the trip.