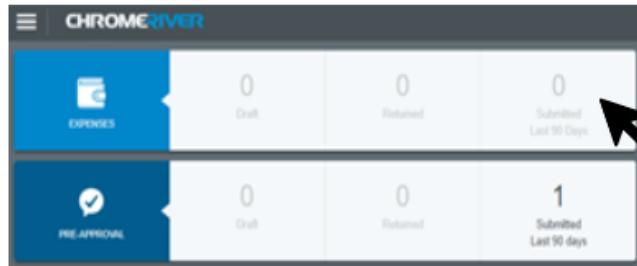## Recall an Expense Report

If you wish to recall your Expense Report to make edits, you can do so prior to final approval.
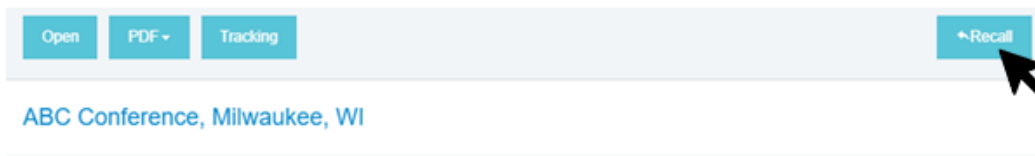
1. From the Dashboard, click the box indicating the number of Expenses **Submitted in Last 90 Days**
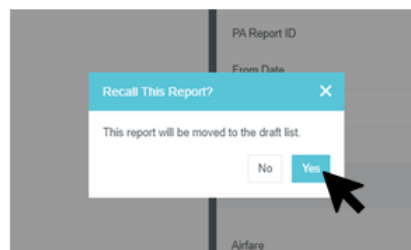

2. Select the desired report from the list that appears on left side of screen.
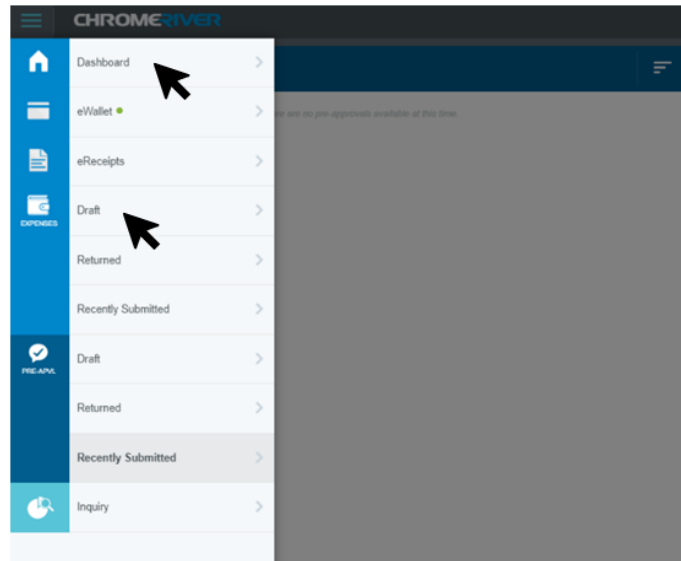

3. Click the Recall button in top right corner of the screen.

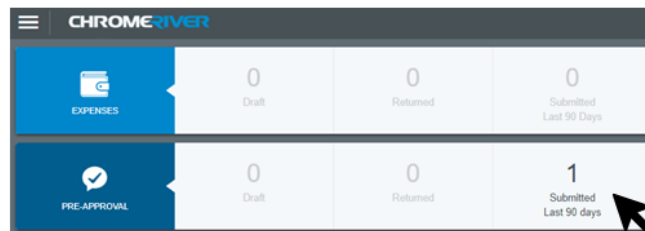1. Confirm the recall to your draft list to recall the Expense Report.

2. Select the 3-line menu button to Return to the Dashboard or Expenses Draft to edit or delete the report.
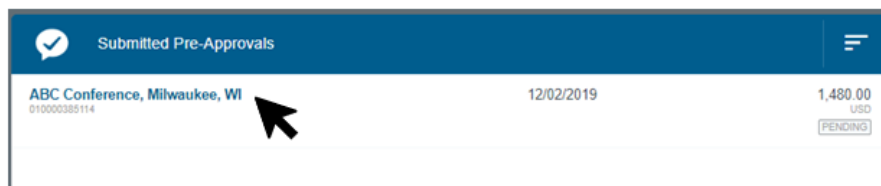

Recall a Pre-Approval

If you wish to recall your Pre-Approval to make edits or for trip cancellation, you can do so prior to final approval.
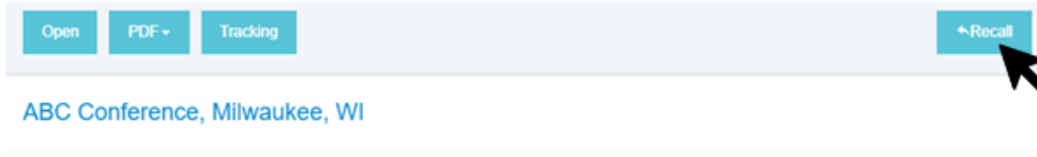
1. From the Dashboard, click the box indicating the number of Pre-Approvals **Submitted in Last 90 Days**
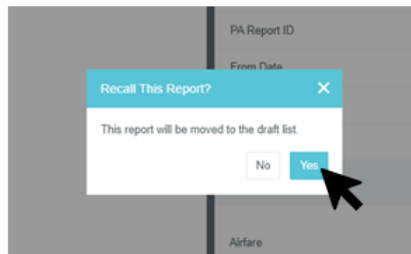

2. Select the desired report from the list that appears on left side of screen.

3. Click the Recall button in top right corner of the screen.

4. Confirm the recall to your draft list to recall the Pre-Approval.

5. Select the 3-line menu button to Return to the Dashboard or Pre-Apvl Draft to edit or delete the report.