



ASCENDER GUIDES





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- If the travel reimbursement request **Status** is *Pending*, click **View** to view the details.
- If the travel reimbursement request **Status** is *Saved*, click **Edit** to edit the details of the request and submit the request for approval. Or, click **Delete** to delete the request.
- As long as the travel reimbursement request has not been processed by payroll, you can edit or delete the request.



## Back Cover