



The image is a composite graphic. On the left, there is a black rectangular area containing the Ascender logo (a stylized 'A' with a blue triangle) and the text 'ASCENDER EMPLOYEE PORTAL' in white. Below this is a blue horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom left of this section is the Ascender logo and the text 'ASCENDER. ELEVATING TECHNOLOGY SOLUTIONS'. On the right side of the graphic is a vertical image of a tree trunk with a blue tint.

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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. You can make changes to the request and submit the request for approval. Or, you can click **Delete** to delete the request.



Back Cover