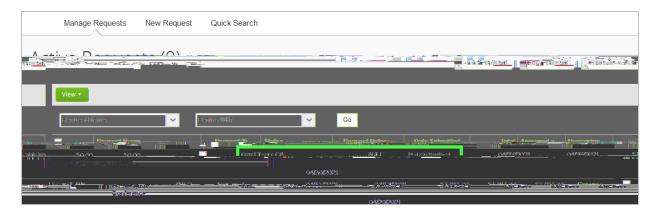
## **TRAVEL APPLICATION**

Request

## PROCEDURE

To edit a saved travel request, open the requests tab and locate the request. Click anywhere in the row to open.



## **REQUEST HEADER**

Make any changes needed within the request header tab. Click on Save. Continue to the segments and expenses tabs if needed.

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