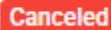


# ONE TIME INDIVIDUAL BOOKING REQUEST FORM

Invoice statuses are now color coded for an easier, visual search.



## CANCEL TRAVEL REQUEST

### Copy Feature

Travel arrangers now have the option to copy requests after submission.

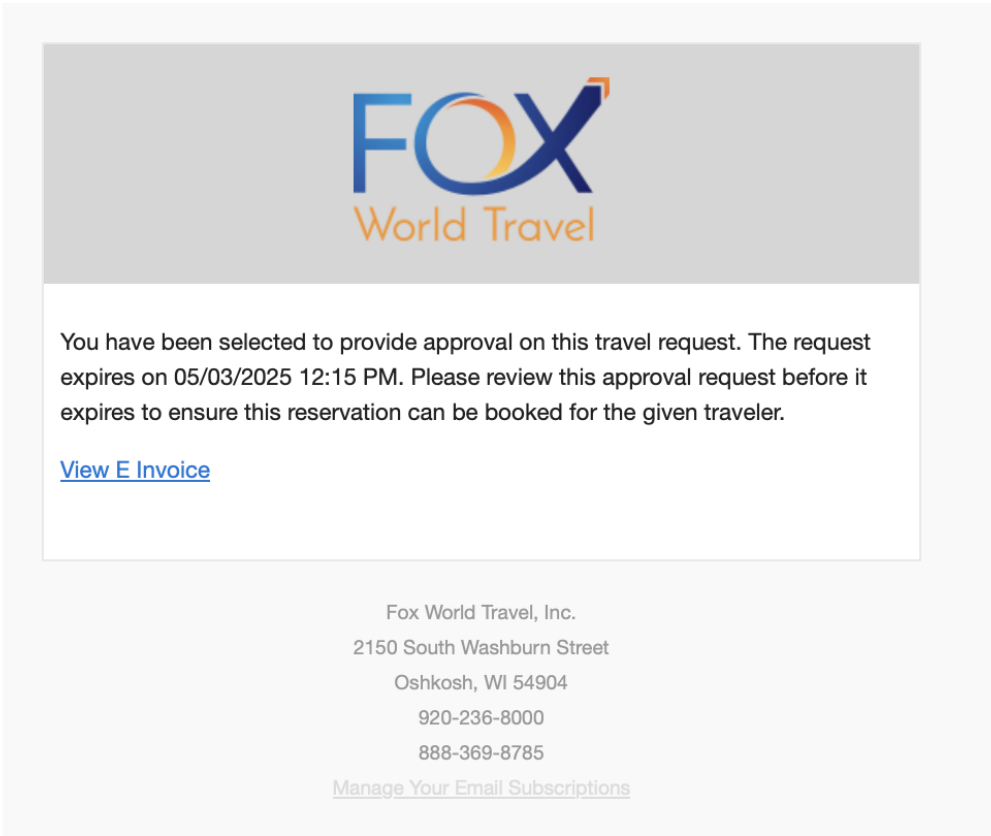
- After submitting a request, a travel arranger can copy an existing request if more than one guest needs to follow the same travel details.
- A copied request will follow the same process as the original request.
- Requestors needing to cancel a request for incorrect information can easily submit an updated and correct copy.
- Copied requests with past dates will be copied over with the date fields blank.

Booked	Kelly Kuebli	02-25-2025 09:54:18 AM	Katie Dahl	UW System Administration	04-08- 2025	MSN	BJ9G61	Kelly Kuebli			VIEW TRAVEL REQUEST EMAIL
											RESEND TRAVEL REQUEST EMAIL
											COPY TRAVEL REQUEST
											CANCEL TRAVEL REQUEST

### Approval Reminders

An automated email will be sent to the approver(s) reminding them to approve the travel request sent to them.

Example:



- The email will be sent every four hours until the reservation is either approved, or the approval window expires.
- The email will include the pre-ticket itinerary.
- The email will be sent to the approver only.
- Upon approval expiration, the approver and travel arranger will receive an email notification advising the request has expired.
- Should an approver try to approve after the approval window has closed, they will see this message.

The approval window for this itinerary has closed. Please contact the travel requester to submit a new request.