

Review Vacation Cancellation Request

Employee Name

Omar Abdelrahman

Employee ID

EMP12345

Department

Information Technology

Vacation Type

Annual Leave

Start Date

08/20/2025

End Date

08/25/2025

Period (Days)

6 days

Original Notes

Family vacation abroad

Cancellation Reason

Change in travel plans

Original Attachments

Seq	File Name
1	travel_itinerary.pdf
2	vacation_request_form.jpg

Cancellation Submitted

2025-08-10 14:30

Reason for Accept/Reject

Required

Reject Cancellation

Approve Cancellation