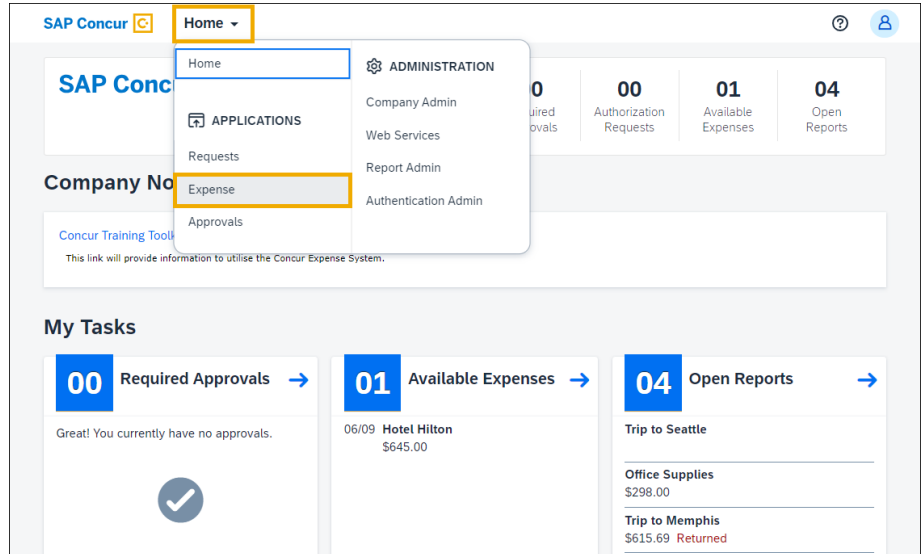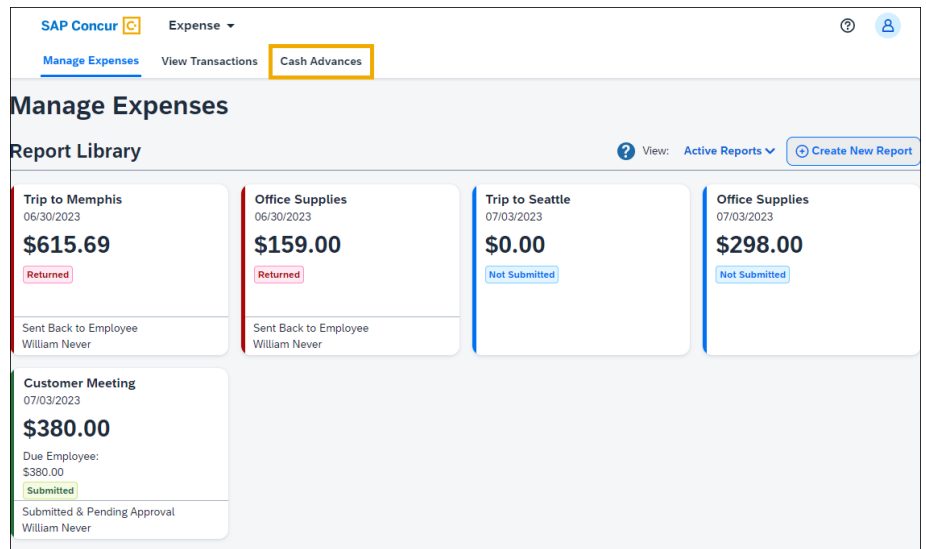# Recalling and Deleting Cash Advances

If you have requested a cash advance for a trip or business expense that you no longer need, you can recall it for edits or deletion.
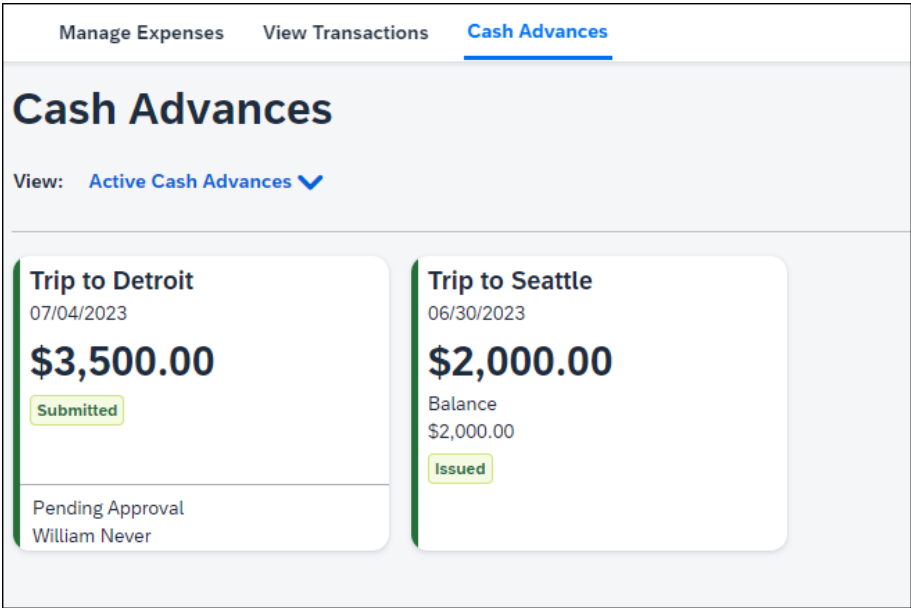
1. To recall a cash advance, from the SAP Concur home page, select the **Home menu** and select **Expense**.
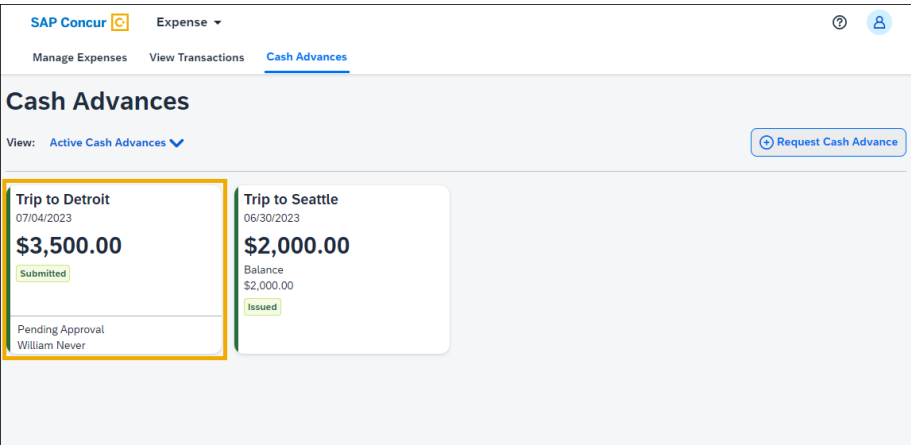
2. **Select Cash Advances**.
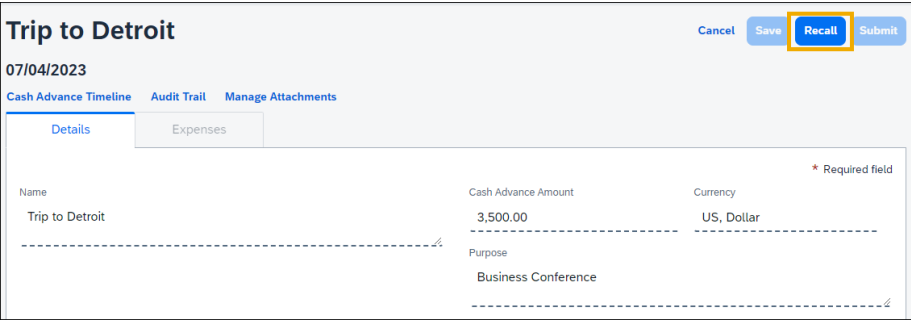
The **Active Cash Advances** is displayed.

3. If you need to recall a submitted cash advance before it is approved, select the appropriate cash advance.
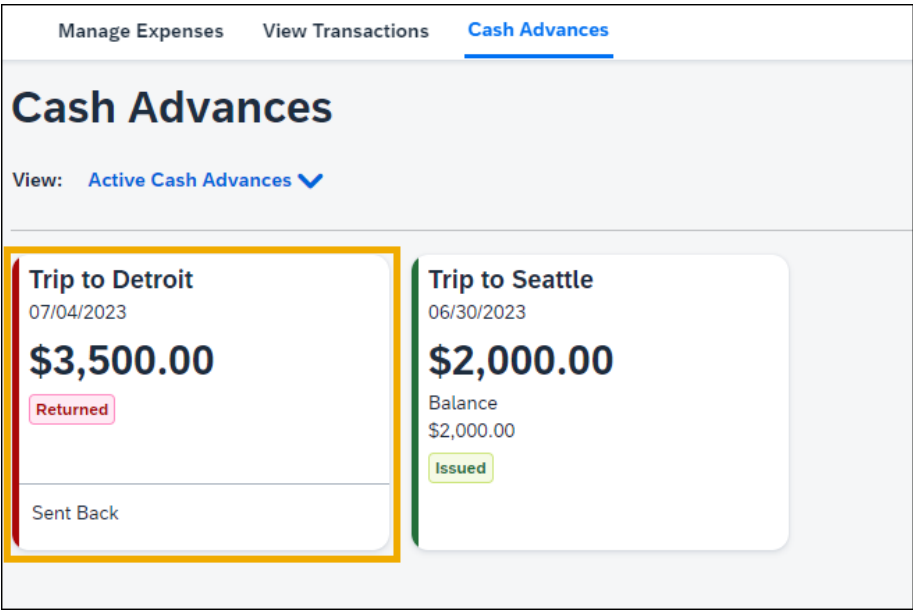

4. Select **Recall**.

5. Select **Yes** to confirm that you want to recall the cash advance. The cash advance is recalled.

You can now delete the cash advance.

6. Select the cash advance to open it.

The cash advance details are displayed.

7. To permanently remove this cash advance, select the **Bin** icon, and then select **Yes** to confirm the deletion of the cash advance.

The cash advance request is deleted.

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