

Knowledge Base Article: Travel App – Frequently Asked Questions

Category: Travel Support Tools

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Q: Can I edit a request after submitting it for approval?

A: No, but you can **withdraw** it and resubmit a corrected version.

Q: How do I add a second trip under one permit?

A: This isn't currently supported. Each destination requires its own permit.

Q: Why is my reimbursement delayed?

A: Most often, missing project codes or duplicate declarations are the cause. Use the "Review Submission" button before finalizing.



Tip: Turn on push notifications in the app settings to track approval progress in real time.