Canceling a Business Trip

To cancel a business trip registration that has **already been approved**, you must open the request under the menu item "Open Tasks" with the action "Edit" and delete it using the "**Cancel**" button. The button is only available in those steps of the workflow in which a cancellation is provided for.

The subsequent confirmation prompt must be confirmed. The cancellation is final: the trip receives the status "Trip canceled" and cannot be resumed afterwards.