



Cancel a Reimbursement

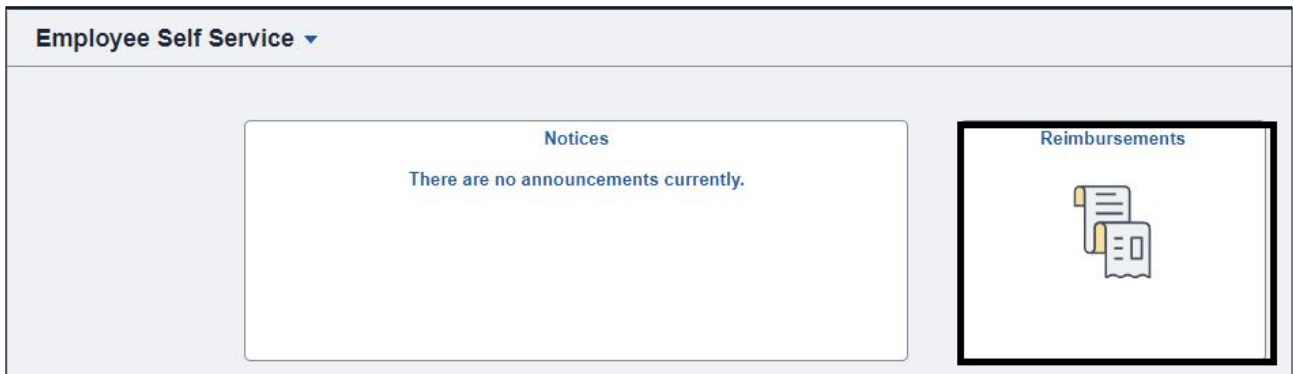
1. Overview

Follow the steps below to Cancel a Reimbursement Claim. A Claim can be cancelled using Self Service prior to Financial Delegate Approval. Once the Financial Delegate has Approved the Claim it will no longer be able to be cancelled from within Finance Self Service. If it needs to be cancelled after Financial Delegate approval, please contact [Financial Shared Services](#).

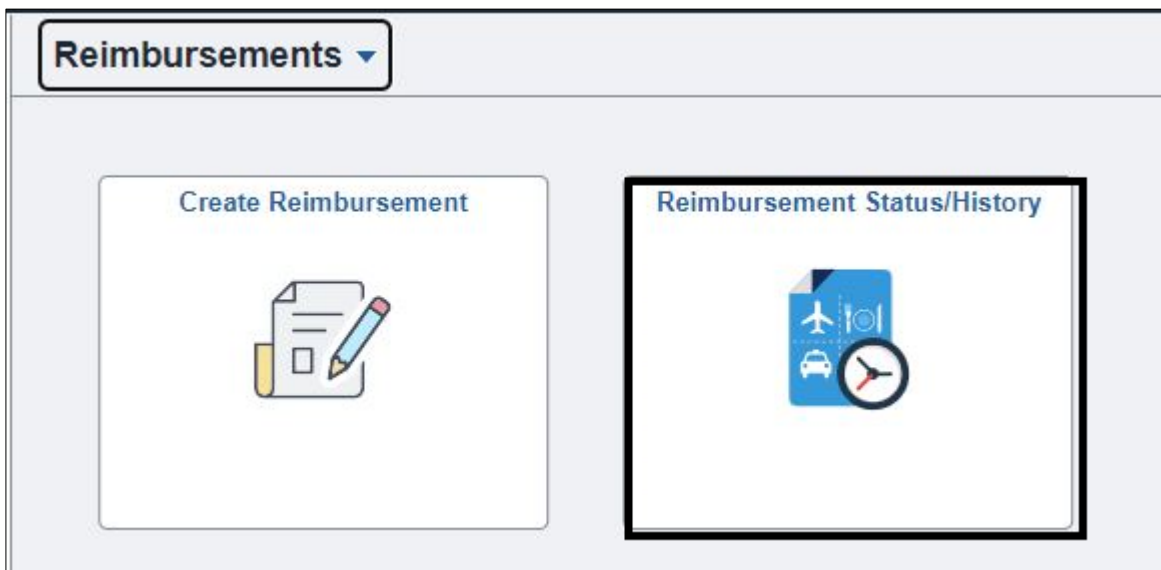
Please note that once a Claim has been submitted, it cannot be edited. If the Claim has not yet been approved by the Financial Delegate and you wish to make changes to it, in the first instance contact [Financial Shared Services](#).

2. Cancel a Reimbursement Claim

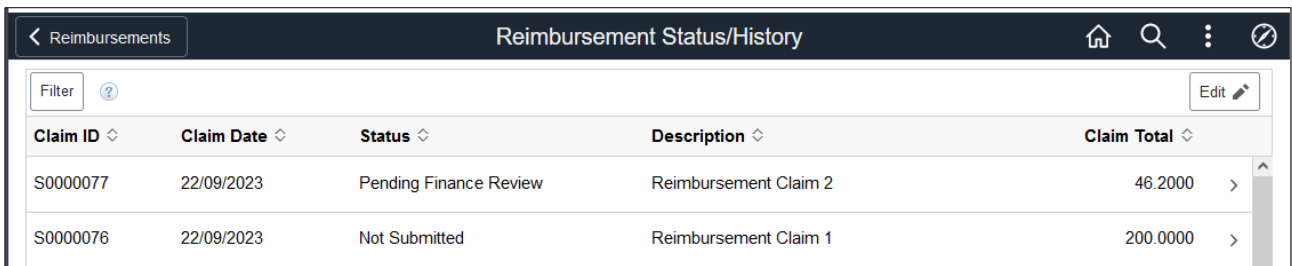
1. Login to Finance Self Service and select the **Reimbursements** Tile



2. Select the **Reimbursement Status/History** Tile to monitor the status of a Reimbursement Claim.




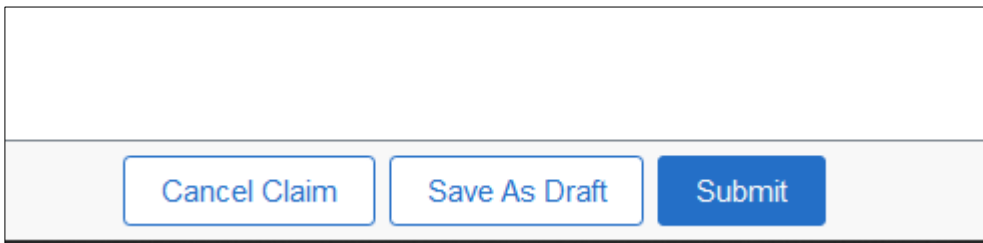
- From the list of Claims select the Reimbursement Claim that needs to be cancelled as it's no longer required to be paid.



The screenshot shows a web interface titled "Reimbursement Status/History". At the top left, there is a "Reimbursements" tab. Below the title bar, there is a "Filter" button with a question mark icon and an "Edit" button with a pencil icon. The main content is a table with the following columns: Claim ID, Claim Date, Status, Description, and Claim Total. There are two rows of data.

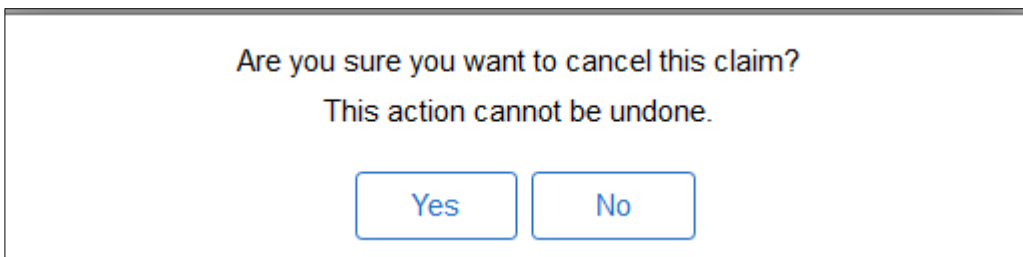
Claim ID	Claim Date	Status	Description	Claim Total
S0000077	22/09/2023	Pending Finance Review	Reimbursement Claim 2	46.2000
S0000076	22/09/2023	Not Submitted	Reimbursement Claim 1	200.0000

- Located at the bottom of the page is a  option, select this to Cancel the Claim. If your Claim has already been Submitted then you will only see Cancel Claim as an option.



The screenshot shows a horizontal bar at the bottom of the page containing three buttons: "Cancel Claim", "Save As Draft", and "Submit". The "Cancel Claim" button is highlighted with a blue border.

- Select Yes to confirm the cancellation or No to return to the Claim



The screenshot shows a confirmation dialog box with the text "Are you sure you want to cancel this claim?" and "This action cannot be undone." Below the text are two buttons: "Yes" and "No".

- The Cancelled Claim will show within Reimbursement Status/History with a Status of "Reimbursement Cancelled"



The screenshot shows a single row in the table with the following data:

S0000042	15/09/2023	Reimbursement Cancelled		
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3. Additional Information

For additional information and user guides please visit the [Finance Self Service Support](#) page.