Review Vacation Cancellation Request

Employee Name		Employee ID
Omar Abdelrahman		EMP12345
Department		
Information Technology		
Vacation Type		
Annual Leave		
Start Date		End Date
08/20/2025		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		

Approve Cancellation

Reject Cancellation