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| **Travel Cancellation Form** |
|  **Date \*：** |
| **Requester\*** |  | **Department \*** |  |
| **Original Travel Reason \*** |  |
| **Original Travel Type \*** |  |
| **Original Travel Destination \*** |  | **Original Planned Days \*** |  |
| **Original Planned Start Date \*** |  | **Original Planned End Date \*** |  |
| **Original Advance Currency** |  | **Original Advance Expense** |  |
| **Travel Cancellation Reason \*** |  |
| **Remarks** |  |