

Cancel a Non-Tax Levy Travel Authorization

BUSINESS OBJECTIVE: If an employee has determined that a Travel Authorization has been approved but not paid and is no longer needed. These TAs have not been copied to an Expense Report. When the travel authorization is canceled the budget process will run to put the money back in to the budget and create the appropriate accounting entries.

Expense User

STEP#1: From the Enterprise Menu, click on the **Financials Supply Chain** link. Navigate to Employee Self-Service > Travel and Expense Center > Travel Authorization > Cancel

The page displays any Travel Authorizations that are able to be cancelled since they are approved but not yet copied to an Expense Report.

In this example, there is only one TA that meets the criteria.

Travel and Expense

Cancel Approved Travel Authorization

James Gatheral

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	OSC conference	0000019043	01/09/2020	01/09/2020	175.00	USD

Cancel Selected Travel Authorization(s)

STEP#2: Check the selected Travel Authorization and click on Cancel Selected Travel Authorizations.

Travel and Expense

Cancel Approved Travel Authorization

James Gatheral

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	OSC conference	0000019043	01/09/2020	01/09/2020	175.00	USD


Cancel Selected Travel Authorization(s)

[Return to Travel Authorization](#)

Travel and Expense

Save Confirmation

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 The Save was successful.

OK