Delete a Non-Tax Levy Travel Authorization

BUSINESS OBJECTIVE: If an employee has determined that a Travel Authorization is no longer needed and it has been submitted for approval, but not fully approved, the employee can delete the Travel Authorization. The Travel Authorization must have been Sent back by the Supervisor or the Department approver before it can be deleted by the employee.

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

This is applicable only if the Travel Authorization is not in approved status.

Travel and Expense
Delete a Travel Authorization
James Gatheral

<table>
<thead>
<tr>
<th>Select</th>
<th>Description</th>
<th>Authorization ID</th>
<th>Date From</th>
<th>Date To</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>conference</td>
<td>0000019044</td>
<td>01/09/2020</td>
<td>01/09/2020</td>
<td>175.00</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td>OSC conference</td>
<td>0000019043</td>
<td>01/09/2020</td>
<td>01/09/2020</td>
<td>175.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

In this example, two Travel Authorizations have been sent back to the Expense User. The Expense User can either delete the Travel Authorization or update it to provide any additional information required.

STEP#2: Check the TA to be deleted and click on the Delete Selected Authorization.
Travel and Expense

Delete a Travel Authorization

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Delete Selected Authorization(s)

Return to Travel Authorization

The Delete Confirmation page will be displayed to confirm that the TA has been deleted.

Travel and Expense

Delete Confirmation

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✓ The selected transaction(s) have been deleted.

OK