

# 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.

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 > Delete

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

## Travel and Expense

### Delete a Travel Authorization

James Gatheral

| Select                   | Description    | Authorization ID | Date From  | Date To    | Amount | Currency |
|--------------------------|----------------|------------------|------------|------------|--------|----------|
| <input type="checkbox"/> | conference     | 0000019044       | 01/09/2020 | 01/09/2020 | 175.00 | USD      |
| <input type="checkbox"/> | OSC conference | 0000019043       | 01/09/2020 | 01/09/2020 | 175.00 | USD      |

Delete Selected Authorization(s)

[Return to Travel Authorization](#)

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**

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**Delete a Travel Authorization**

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| Select                              | Description    | Authorization ID | Date From  | Date To    | Amount | Currency |
|-------------------------------------|----------------|------------------|------------|------------|--------|----------|
| <input checked="" type="checkbox"/> | conference     | 0000019044       | 01/09/2020 | 01/09/2020 | 175.00 | USD      |
| <input type="checkbox"/>            | OSC conference | 0000019043       | 01/09/2020 | 01/09/2020 | 175.00 | USD      |

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**

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**Delete Confirmation**

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 The selected transaction(s) have been deleted.

OK