
EX_020_200 - Canceling an Approved Travel Authorization

Purpose	• To identify when a travel authorization may be canceled. • To identify what is triggered by the “cancel” function. • To cancel an approved travel authorization.
Description	Travel Authorizations which have not been applied to an expense report may need to be canceled by the employee. A travel authorization can only be canceled by the employee if it has been completely approved through all active approval levels. If the institution requires budget checking for travel authorizations, this “cancel” function triggers an automatic budget checking process to reverse out encumbrances that were previously recorded.
Security Role	BOR PeopleSoft User
Dependencies/ Constraints	None
Additional Information	None

Procedure

For this topic, a travel authorization needs to be canceled.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Employee Self-Service link.
4.	Click the Travel Authorization link.
5.	Click the Cancel link.
6.	The Cancel Approved Travel Authorization page displays all travel authorization requests that have been fully approved, but not assigned to an expense report.
7.	Click the Select checkbox for the travel authorization request(s) that needs to be canceled.
8.	Click the Cancel Selected Travel Authorization(s) button.
9.	The Canceling Approved Travel Authorization feature automatically budget checks the transaction(s) to reverse the encumbrances that are associated with the travel authorizations that are being closed.
10.	Click the OK button.
11.	Notice that the transaction that was just canceled no longer appears on the Cancel Approved Travel Authorization page.