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## EX.020.209 – CANCELING APPROVED TRAVEL AUTHORIZATIONS IN CORE

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify how a travel authorization may be canceled.</li> <li>To identify when a Travel Authorization is eligible for cancellation.</li> <li>To cancel an approved travel authorization through the Core system.</li> </ul>
<b>Description</b>	<p>Travel Authorizations may need to be canceled for a variety of reasons; most often a cancellation is necessary because the planned trip did not/will not occur. A Travel Authorization is eligible for cancellation when it has been completely approved by all active approval levels.</p> <p>If a Travel Authorization is still within the approval process and it needs to be canceled, an Expenses Approver can deny the authorization and the Traveler can then delete the transaction. For more information, see <a href="#">EX.020.200 – Canceling an Approved Travel Authorization</a>.</p> <p>However, may also be necessary at times, for an Expense Administrator to cancel a Travel Authorization on behalf of an employee through the Core application.</p>
<b>Security Role</b>	<b>BOR_EX_BATCH_PRC</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to cancel approved travel authorizations.

For this topic, imagine that you need to cancel a Travel Authorization for Susan Myers because her scheduled training session was canceled. Let's see how this is done.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> link.
3.	Click the <b>Travel and Expenses</b> link.
4.	Click the <b>Process Expenses</b> link.
5.	Click the <b>Cancel Travel Authorizations</b> link.
6.	If you have already added a new Run Control for this process, you can search for this value through the <b>Find an Existing Value</b> tab.  If you need to create a new Run Control, click the <b>Add a New Value</b> tab.
7.	Click the <b>Add a New Value</b> tab.
8.	Enter " <b>CANCEL_TRAV_AUTH</b> " in the <b>Run Control ID</b> field.
9.	Click the <b>Add</b> button.
10.	Enter " <b>Cancel Travel Auths</b> " in the <b>Description</b> field.
11.	Click the <b>Look up Business Unit (Alt+5)</b> button.
12.	Click an entry in the <b>Business Unit</b> column.
13.	Depending on the volume of travel authorizations at the institution, an Expense Administrator may want to limit the search criteria by selecting a specific range of departments and/or dates.
14.	Click the <b>Select Option</b> list.
15.	Click the <b>All</b> list item.
16.	Click the <b>Search</b> button.
17.	Verify the Travel Authorization is eligible for cancelation.  <b>Note:</b> <i>For a Travel Authorization to be eligible for cancelation, the transaction must have been completely approved by all active approval levels.</i>  <i>If a travel authorization is still within the approval process and it needs canceled, an approver can deny the authorization and the traveler or his/her delegate can then delete the transaction.</i>

Step	Action
18.	Expense Administrators can cancel multiple transactions at one time by selecting the checkbox next to each transaction to cancel.
19.	Click the <b>Select</b> checkbox next to the transaction(s) to cancel it.
20.	Click the <b>Save</b> button.
21.	Click the <b>Run</b> button.
22.	Click the <b>OK</b> button.
23.	Click the <b>Process Monitor</b> link.
24.	<p>You may need to click the <b>Refresh</b> button several times until the Run Status displays “<b>Success</b>” and the Distribution Status is “<b>Posted.</b>”</p> <p>Click the <b>Refresh</b> button.</p>
25.	Navigate to the bottom of the page.
26.	Click the <b>Go back to Cancel Travel Authorization</b> link.
27.	Verify that the transaction(s) canceled has a Status of “ <b>Admin Cancel.</b> ”