

EX.020.016 - Deleting a Travel Authorization

Purpose	To learn how to identify which travel authorizations can be deleted and how to delete a travel authorization.
Description	A travel authorization can only be deleted if it has been “Saved for Later” or if it has been canceled. Authorizations which have been “Submitted for Approval” cannot be deleted by the traveler unless they are sent back by an approver/manager.
Security Role	BOR PeopleSoft User
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are instructions on deleting a travel authorization.

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 Delete link.
6.	Click the Select checkbox next to the Travel Authorization you wish to delete.
7.	Click the Delete Selected Authorization(s) button.
8.	Click the OK button.