

## EX\_020\_200 - Canceling an Approved Travel Authorization

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To identify when a travel authorization may be canceled.</li> <li>• To identify what is triggered by the “cancel” function.</li> <li>• To cancel an approved travel authorization.</li> </ul>
<b>Description</b>	<p>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.</p> <p>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.</p>
<b>Security Role</b>	<b>BOR PeopleSoft User</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

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

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