

Travel Authorization Cancellation-Data Maintenance

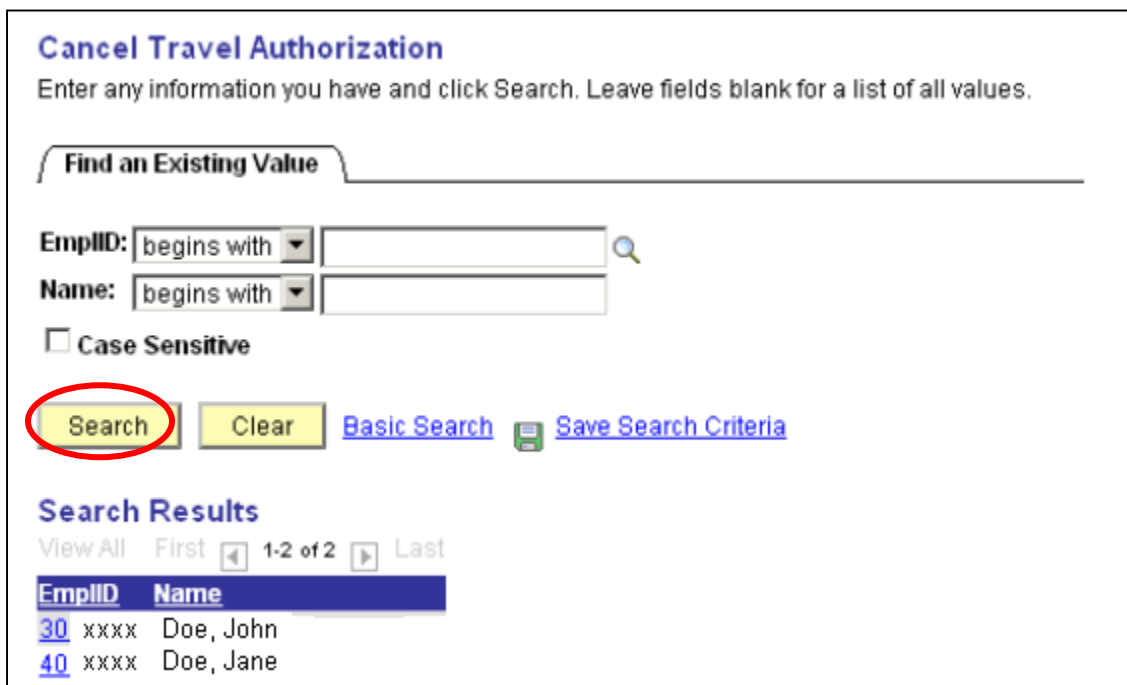
The steps described in this document are to be used by a Preparer to cancel an unused Travel Authorization. An unused Travel Authorization is an already approved Travel Authorization that you have not used when creating an Expense Report and/or have not referenced in a Cash Advance.

When an unused Travel Authorization is **cancelled**, the status of the document will be changed to 'Closed' – the system reverses the encumbrance amount posted to Commitment Control.

- 1) Navigate to: Employee Self-Service > Travel and Expense Center > Travel Authorization > Cancel



- 2) On the Search page, click on the <Search> push button. The Search Results on the same page will display all employees the Preparer is authorized to access. (In the example screen shot, the preparer has access to two employees' Travel Authorization documents):



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- 3) Click on the first EmplID link in the Search Results to see all the unused Travel Authorizations created for the employee. In the screen shot example below, John Doe has one Travel Authorization prepared for him that can be canceled.

Travel and Expense
Cancel Approved Travel Authorization

John Doe

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	test acctg entries	0000001695	04/27/2009	04/29/2009	340.00	USD

Cancel Selected Travel Authorization(s)

[Return to Travel Authorization](#)

- 4) Check the Select box next to each of the Travel Authorizations to be canceled (if there is more than one to be canceled) and then click on the <Cancel Selected Travel Authorization(s)> push button. Please note that the background process behind this push button may take a while to finish. Do not click on it more than once to ensure successful cancellation.

Travel and Expense
Cancel Approved Travel Authorization

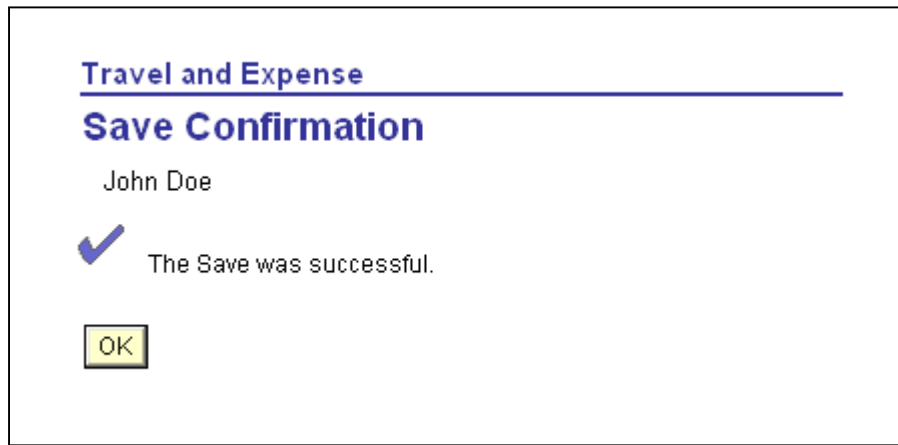
John Doe

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	test acctg entries	0000001695	04/27/2009	04/29/2009	340.00	USD

Cancel Selected Travel Authorization(s)

[Return to Travel Authorization](#)

5) The Cancellation Confirmation page then appears. Click <OK> to confirm the cancellation.



6) Notice that the TA is no longer listed when the system refreshes the 'Cancel Approved Travel Authorization' page.



7) Repeat Steps 1 thru 6 to cancel the unused Travel Authorizations for another employee.

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8) The Cancellation process sets the status of the canceled Travel Authorization to 'Closed' and the closed Travel Authorization is viewable through a slightly different navigation path:

Travel and Expense > Travel and Expense Center > Travel Authorization > View

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Authorization ID

[Advanced Search](#)

Enter the Travel Authorization ID to view the details

View Travel Authorization

Travel Authorization Details

John Doe User Defaults **Authorization ID:** 0000001695

General Information

Description:	test acctg entries	Comment:	This is a demo.
Business Purpose:	Business Expense		
Status:	Closed	Last Updated:	04/27/2009 By: SIVAR004
Default Location:			
Date From:	04/27/2009	Date To:	04/29/2009

Notice that the status for this Travel Authorization is Closed.