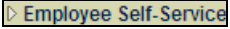
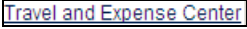


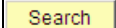

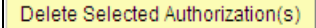




## Deleting Travel Authorizations

1.	Click the <b>Employee Self- Service</b> link. 
2.	Click the <b>Travel and Expense Center</b> link. 
3.	Click the <b>Travel Authorization</b> link. 
4.	Click the <b>Delete</b> link. 
5.	Here you will enter in the Employee ID or click on the magnifying glass icon to search for the EmplID.
6.	Click the <b>Search</b> button. 
7.	A list of unsubmitted or denied travel authorizations are displayed.  Look for the travel authorization that you wish to delete, and then select it from the list.  In this example, we will be deleting the HEUG Conference TAR that we created in an earlier lesson.
8.	Click the <b>Select</b> option. 
9.	Click the <b>Delete Selected Authorization(s)</b> button. 
10.	Click the <b>OK</b> button. 
11.	Click the <b>Home</b> link. 
12.	Congratulations. You have successfully deleted a Travel Authorization Request. <b>End of Procedure.</b>