



# Business Process Document

## PS FIN Travel Expenses: Deleting Travel Authorizations

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Deleting Travel Authorizations_BUSPROC.doc
<b>Version</b>	
<b>Document Generation Date</b>	8/12/2009
<b>Date Modified</b>	8/12/2009
<b>Last Changed by</b>	
<b>Status</b>	

### Deleting Travel Authorizations

Trigger:

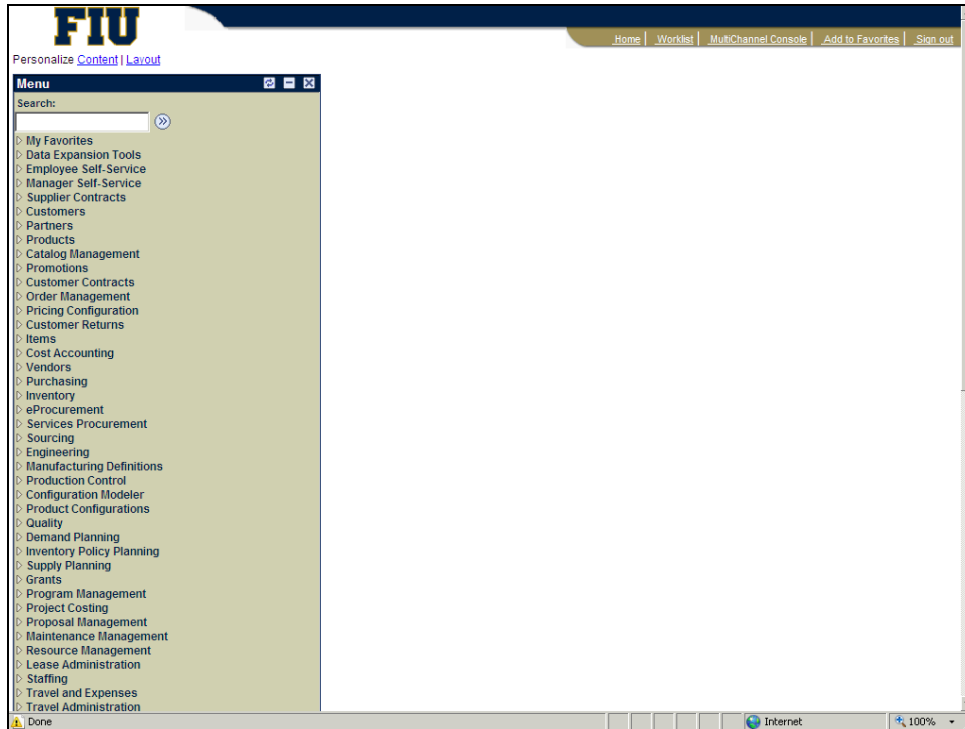
Required Field(s)	Comments

Output - Results	Comments

### Additional Information

### Procedure

In this topic, you are going to delete a travel authorization request for a business trip that was cancelled.

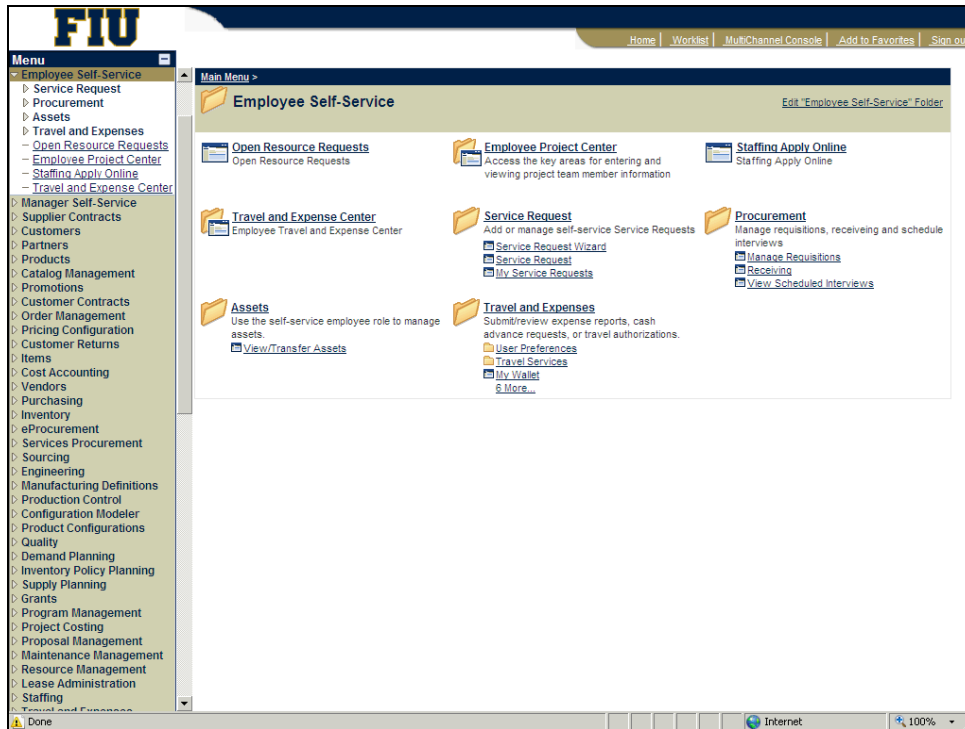


Step	Action
1.	Click the <b>Employee Self- Service</b> link. 



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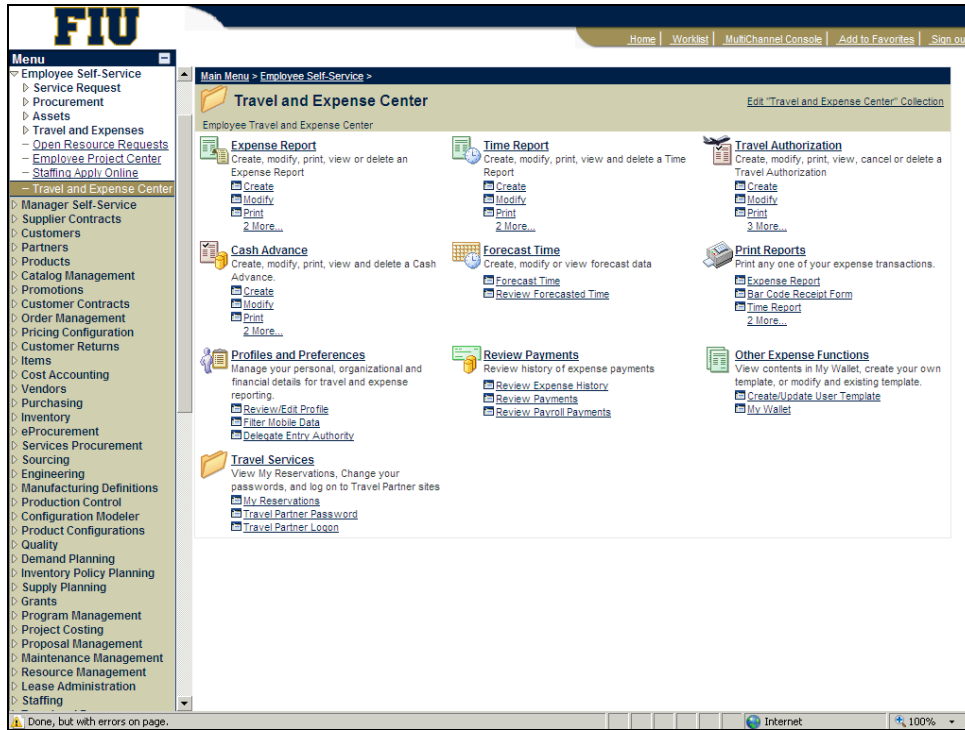
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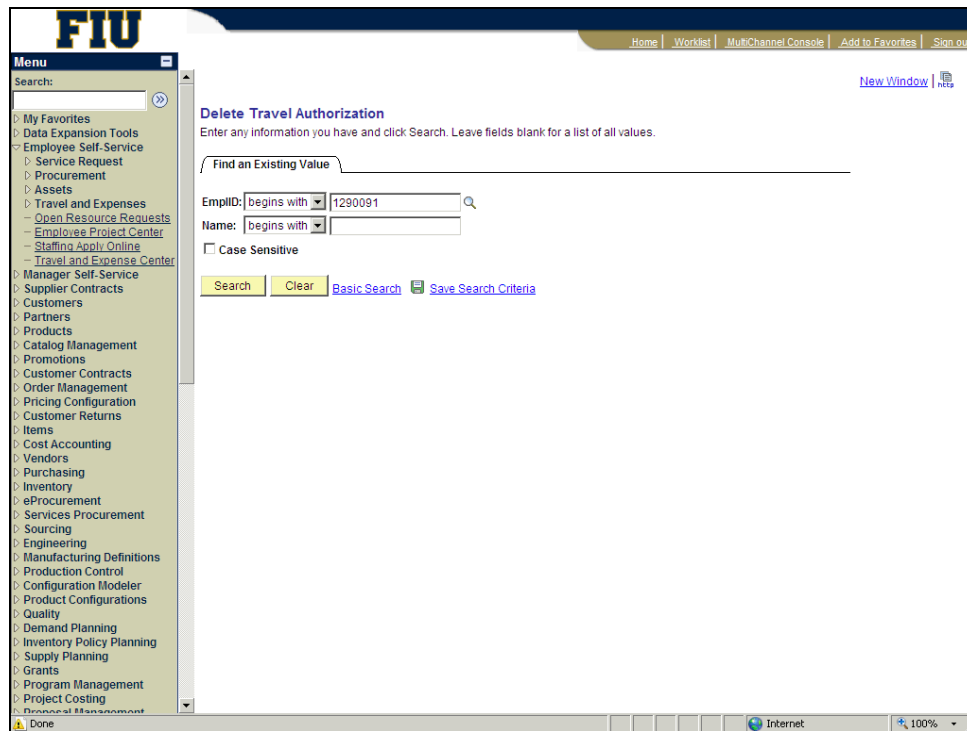
Step	Action
2.	Click the <b>Travel and Expense Center</b> link. <a href="#">Travel and Expense Center</a>

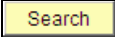
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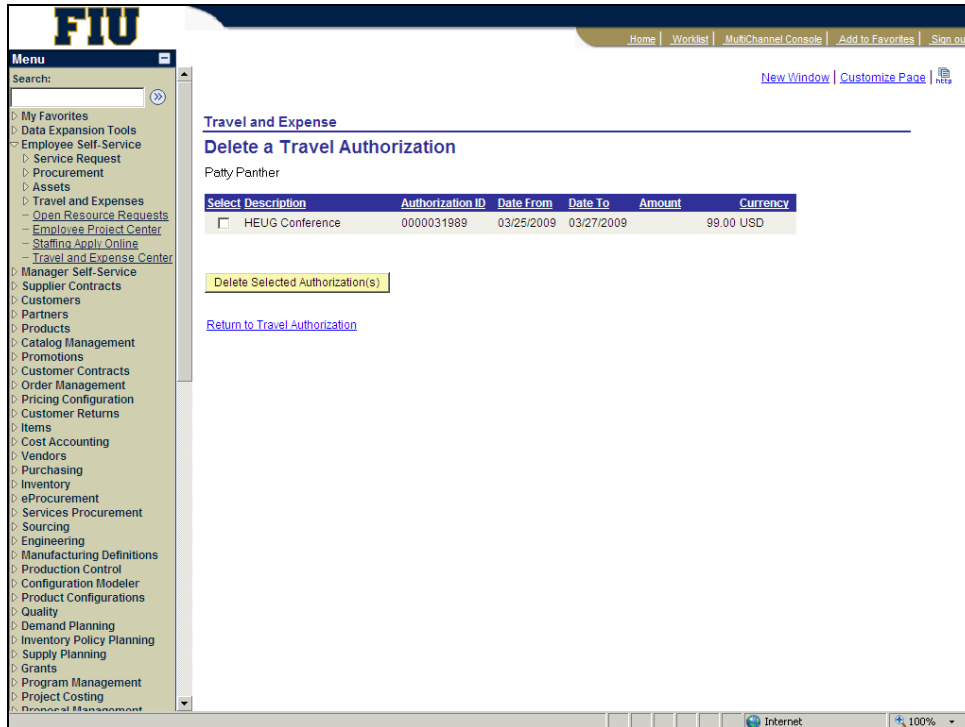
## PS FIN Travel Expenses: Deleting Travel Authorizations



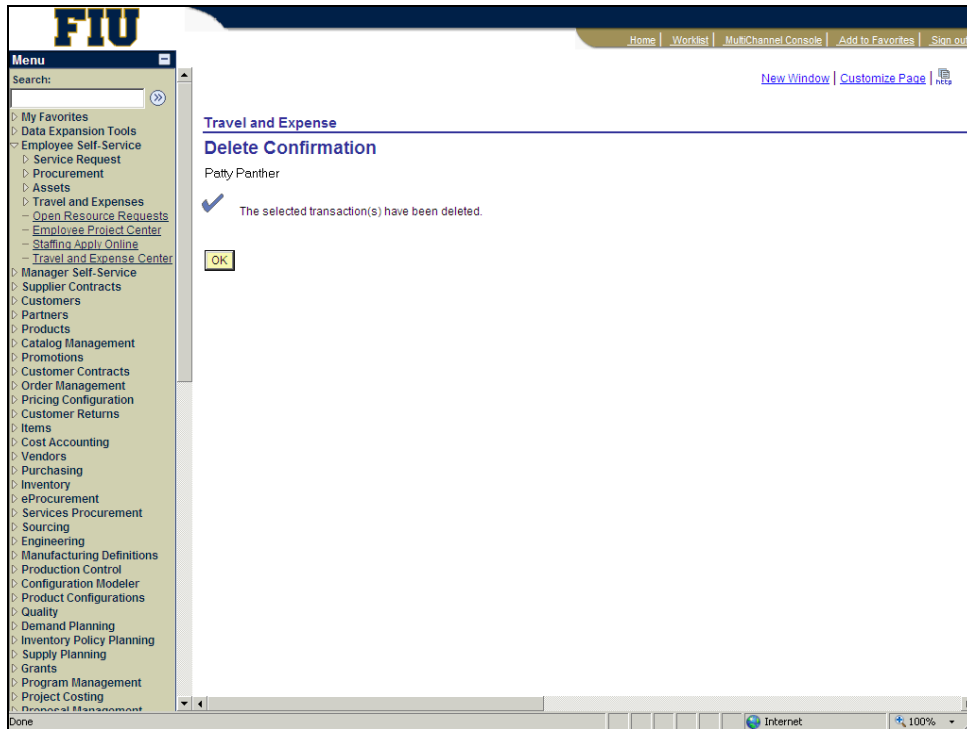
Step	Action
3.	Click the <b>Travel Authorization</b> link. <a href="#">Travel Authorization</a>
4.	Click the <b>Delete</b> link. <a href="#">Delete</a>
5.	Here you will enter in the Employee ID or click on the magnifying glass icon to search for the EmplID.




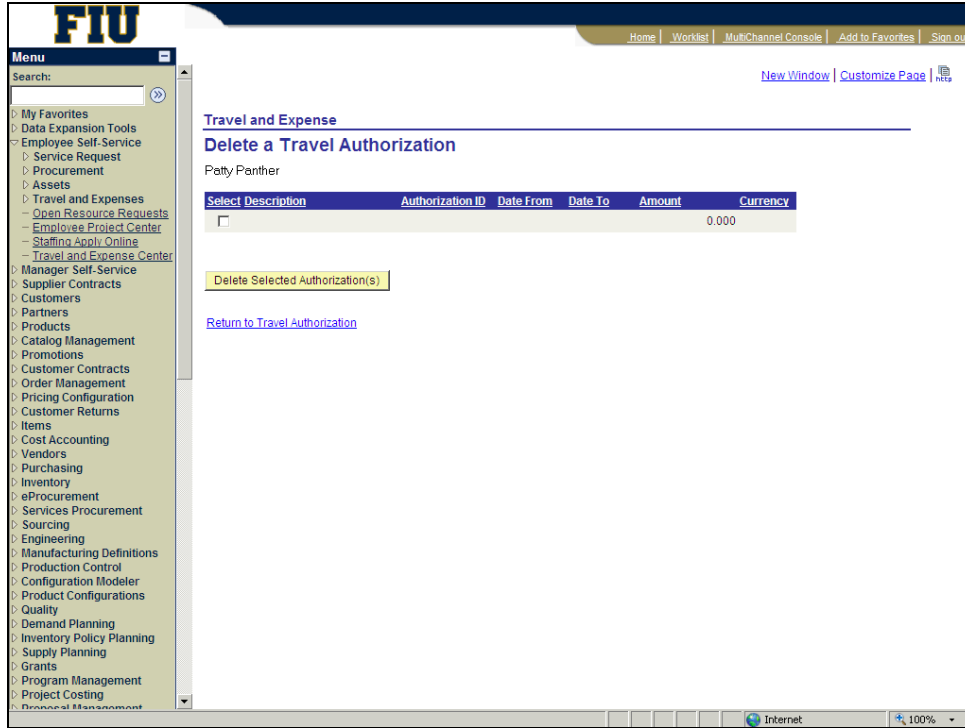
Step	Action
6.	Click the <b>Search</b> button. 
7.	A list of unsubmitted or denied travel authorizations are displayed.  Look for the travel authorization that you wish to delete, and then select it from the list.  In this example, we will be deleting the HEUG Conference TAR that we created in an earlier lesson.




Step	Action
8.	Click the <b>Select</b> option. <input type="checkbox"/>
9.	Click the <b>Delete Selected Authorization(s)</b> button. <input type="button" value="Delete Selected Authorization(s)"/>



Step	Action
10.	Click the <b>OK</b> button. 



Step	Action
11.	Click the <b>Home</b> link. 
12.	Congratulations. You have successfully deleted a Travel Authorization Request. <b>End of Procedure.</b>