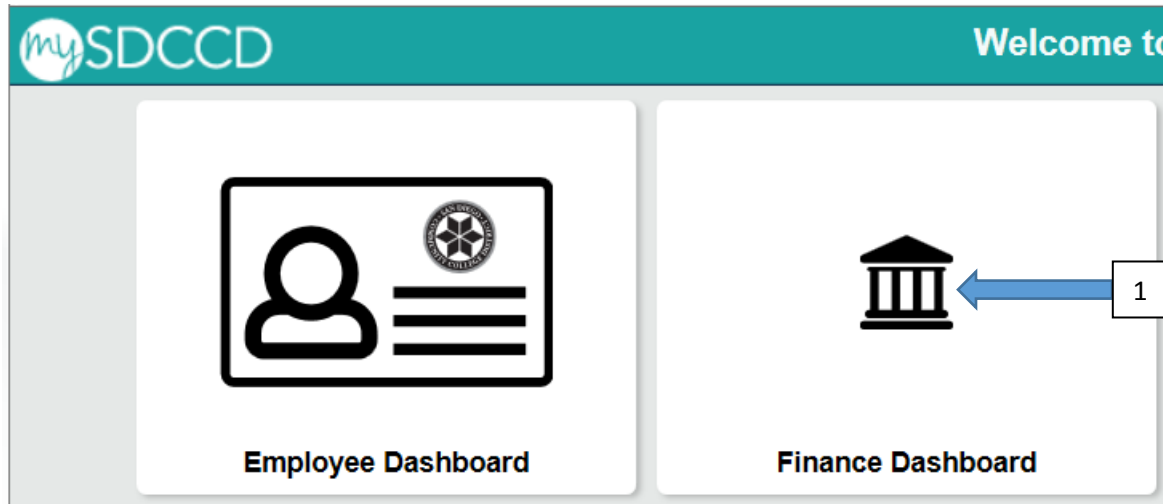
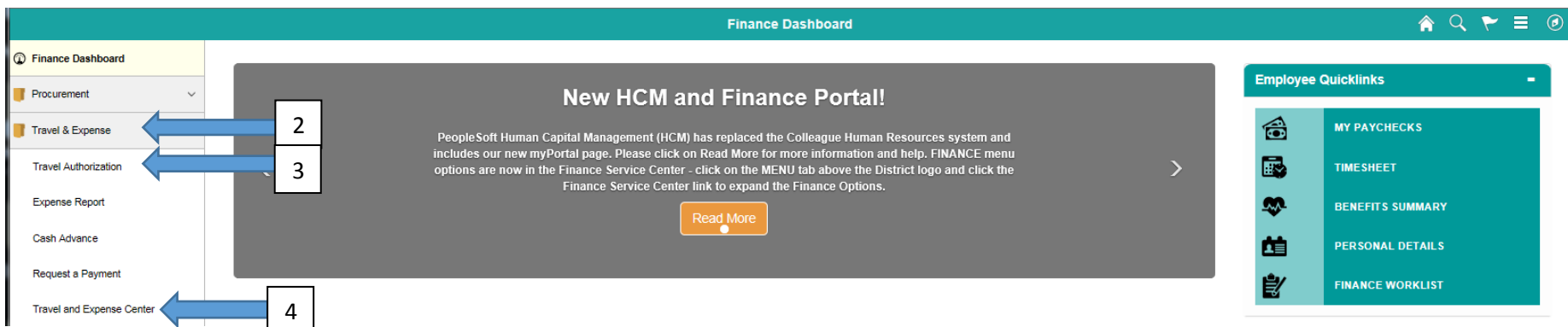


## CANCELING A TRAVEL AUTHORIZATION

Log into PeopleSoft at [myportal.sdccd.edu](http://myportal.sdccd.edu) using your 10 digit Employee ID number as your User ID & password that you set up. NOTE: This is not the same as your computer login information.



Navigate to the Travel Authorization screen from the home page by selecting: Finance Self Service/Travel & Expense/Travel Authorization/Travel and Expense Center



## Click on Travel Authorizations

Travel and Expense Center

### Travel and Expense Center

Employee Travel and Expense Center

 <b>Expense Reports</b> Create, modify, print, view or delete an Expense Report <ul style="list-style-type: none"> <li>Create/Modify</li> <li>Print</li> <li>Print Report</li> <li>2 More...</li> </ul>	 <b>Time Reports</b> Create, modify, print, view and delete Time Reports <ul style="list-style-type: none"> <li>Modify</li> <li>View</li> </ul>	 <b>Travel Authorizations</b> Submit and review travel authorizations. <ul style="list-style-type: none"> <li>Create/Modify</li> <li>Print</li> <li>Print Authorization</li> <li>3 More...</li> </ul>
 <b>Cash Advances</b> Create, modify, print, view or delete Cash Advances <ul style="list-style-type: none"> <li>Create/Modify</li> <li>Print</li> <li>Print Advance</li> <li>2 More...</li> </ul>	 <b>Travel Services</b> View My Reservations, Change your passwords, and log on to Travel Partner sites <ul style="list-style-type: none"> <li>My Reservations</li> <li>Travel Partner Password</li> <li>Travel Partner Logon</li> </ul>	 <b>Forecast Time</b> Create, modify or view forecast data <ul style="list-style-type: none"> <li>Forecast Time</li> <li>Review Forecasted Time</li> </ul>
 <b>Print Reports</b> Print any one of your expense transactions. <ul style="list-style-type: none"> <li>Expense Report</li> <li>Bar Code Receipt Form</li> <li>Travel Authorization</li> <li>Cash Advance</li> </ul>	 <b>Profiles and Preferences</b> Manage your personal, organizational and financial details for travel and expense reporting. <ul style="list-style-type: none"> <li>Review/Edit Profile</li> <li>Delegate Entry Authority</li> </ul>	 <b>Review Payments</b> Review history of expense payments <ul style="list-style-type: none"> <li>Review Expense History</li> <li>Review Payments</li> <li>Review Payroll Payments</li> </ul>
 <b>Other Expense Functions</b> View contents in My Wallet, create your own template, or modify and existing template. <ul style="list-style-type: none"> <li>Create/Update User Template</li> <li>My Wallet</li> </ul>		



## Select Option:







**Cancel:** To be used after a TA has been approved , but for some reason you are not going to travel as planned.

**Delete:** To be used BEFORE a TA has been approved. Usually used when someone has multiple TA's for same trip

Travel and Expense Center

### Travel Authorizations

Submit and review travel authorizations.

 <b>Create/Modify</b> Create or modify Travel Authorizations	 <b>Print</b> Print Travel Authorizations	 <b>Print Authorization</b> Create a travel authorization report.
 <b>View</b> View Travel Authorizations.	 <b>Delete</b> Delete Travel Authorizations	 <b>Cancel</b> Cancel Travel Authorizations



## Enter your Employee ID # and click search

### Cancel Travel Authorization

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

▼ Search Criteria

Empl ID begins with

Name begins with

Case Sensitive

Basic Search

**A list of any approved TA's will show up . Select the one you wish to cancel. Then click "Cancel Selected Travel Authorization(s).**

### Travel and Expense

### Cancel Approved Travel Authorization

Caroline De Moll

Travel Authorization Information						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Northern CA recruiting trip	0000006559	01/11/2019	01/12/2019	314.95	USD