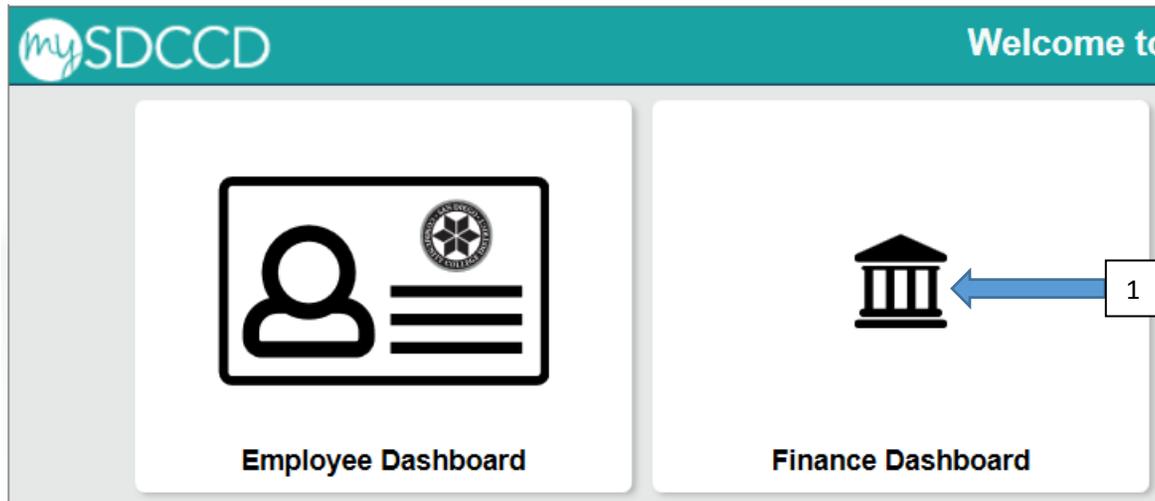
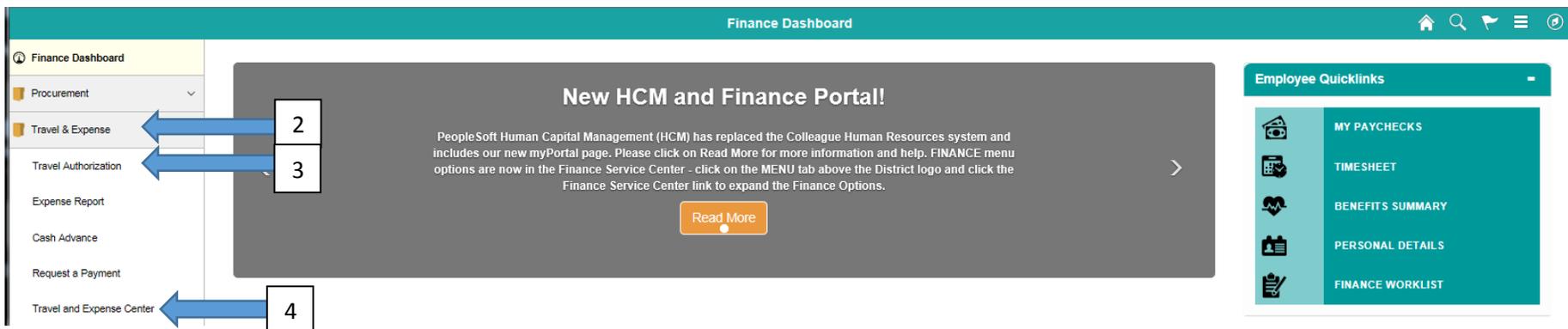


DELETING A TRAVEL AUTHORIZATION

Log into PeopleSoft at 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

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

Select Option:

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

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

Travel and Expense Center

Travel Authorizations

Submit and review travel authorizations.

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

Enter your Employee ID # and click search

Delete Travel Authorization

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

▼ **Search Criteria**

Empl ID

Name

Case Sensitive

[Basic Search](#)

A list of your unapproved TA's will show up. Select the one(s) you wish to delete. Then click "Delete Selected Authorization(s)". A Confirmation Notification will appear when completed.

Travel and Expense

Delete a Travel Authorization

Caroline De Moll

Travel Authorizations						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	FOR TRAINING PURPOSE ONLY	0000006744	02/19/2019	02/21/2019	999.96 USD	
<input type="checkbox"/>	Carrie De Moll_2019-01-23	0000006741	02/19/2019	02/21/2019	155.00 USD	
<input type="checkbox"/>	Carrie De Moll_2019-01-18	0000006730	03/04/2019	03/04/2019	244.68 USD	

[Return to Travel Authorizations](#)

Travel and Expense

Delete Confirmation

Caroline De Moll



The selected transaction(s) have been deleted.