

EX.020.209 – CANCELING APPROVED TRAVEL AUTHORIZATIONS IN CORE

Purpose	<ul style="list-style-type: none"> To identify how a travel authorization may be canceled. To identify when a Travel Authorization is eligible for cancellation. To cancel an approved travel authorization through the Core system.
Description	<p>Travel Authorizations may need to be canceled for a variety of reasons; most often a cancellation is necessary because the planned trip did not/will not occur. A Travel Authorization is eligible for cancellation when it has been completely approved by all active approval levels.</p> <p>If a Travel Authorization is still within the approval process and it needs to be canceled, an Expenses Approver can deny the authorization and the Traveler can then delete the transaction. For more information, see EX.020.200 – Canceling an Approved Travel Authorization.</p> <p>However, may also be necessary at times, for an Expense Administrator to cancel a Travel Authorization on behalf of an employee through the Core application.</p>
Security Role	BOR_EX_BATCH_PRC
Dependencies/Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to cancel approved travel authorizations.

For this topic, imagine that you need to cancel a Travel Authorization for Susan Myers because her scheduled training session was canceled. Let's see how this is done.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Travel and Expenses link.
4.	Click the Process Expenses link.
5.	Click the Cancel Travel Authorizations link.
6.	If you have already added a new Run Control for this process, you can search for this value through the Find an Existing Value tab. If you need to create a new Run Control, click the Add a New Value tab.
7.	Click the Add a New Value tab.
8.	Enter " CANCEL_TRAV_AUTH " in the Run Control ID field.
9.	Click the Add button.
10.	Enter " Cancel Travel Auths " in the Description field.
11.	Click the Look up Business Unit (Alt+5) button.
12.	Click an entry in the Business Unit column.
13.	Depending on the volume of travel authorizations at the institution, an Expense Administrator may want to limit the search criteria by selecting a specific range of departments and/or dates.
14.	Click the Select Option list.
15.	Click the All list item.
16.	Click the Search button.
17.	Verify the Travel Authorization is eligible for cancelation. Note: For a Travel Authorization to be eligible for cancelation, the transaction must have been completely approved by all active approval levels. <i>If a travel authorization is still within the approval process and it needs canceled, an approver can deny the authorization and the traveler or his/her delegate can then delete the transaction.</i>
18.	Expense Administrators can cancel multiple transactions at one time by selecting the checkbox next to each transaction to cancel.

Step	Action
19.	Click the Select checkbox next to the transaction(s) to cancel it.
20.	Click the Save button.
21.	Click the Run button.
22.	Click the OK button.
23.	Click the Process Monitor link.
24.	<p>You may need to click the Refresh button several times until the Run Status displays “Success” and the Distribution Status is “Posted.”</p> <p>Click the Refresh button.</p>
25.	Navigate to the bottom of the page.
26.	Click the Go back to Cancel Travel Authorization link.
27.	Verify that the transaction(s) canceled has a Status of “ Admin Cancel .”