GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

EX.020.114 - WITHDRAWING A TRAVEL AUTHORIZATION

Purpose	To withdraw a Travel Authorization
Description	The Travel & Expense module allows users to withdraw Travel Authorizations previously submitted as long as no approval action has been taken. Withdrawing a Travel Authorization removes it from the approvers Worklist and returns it to Pending status so it may be edited or deleted.
Security Role	BOR_PeopleSoft_User
Assumptions	None
Dependencies/ Constraints	Expense Report is in Submitted for Approval Status.
Additional Information	None

Procedure

Below are step by step instructions on how to withdraw an expense report.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Employee Self-Service** link.
4.	Click the **Travel and Expenses** link.
5.	Click the **Travel Authorizations** link.
6.	Click the **View** link. The system navigates to the Travel Authorization Search Criteria page.
7.	Enter or search for the **Authorization ID**. *Note: To view all available Travel Authorizations, leave Search Criteria blank.*
8.	Click the **Search** button. The system generates search results based on Search Criteria entered in the step above.
9.	The system navigates to the View Travel Authorization Summary page. Confirm the travel authorization is in Submitted for Approval Status and the Withdraw Travel Authorization button is available.
10.	Click the **Withdraw Travel Authorization** button.
11.	Verify the withdrawal process is complete by viewing the red text under the traveler's name that reads: "Your travel authorization (Travel Authorization ID XXXXXXXXX) has been withdrawn from the approver's queue."
12.	If users would like to edit this particular travel authorization after it is withdrawn, see EX.020.015 Modifying a Travel Authorization.