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## EX.020.209 - Canceling Approved Travel Authorizations in Core

#### Trigger:

#### Concept

This topic demonstrates how to cancel approved Travel Authorization in the Core system. 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 traveler (or their delegate) can cancel their own travel authorizations through the Self- Service Portal (see business process EX.020.200).

It may also be necessary at times, for an Expense Administrator to cancel a Travel Authorization on behalf of an employee. This topic will cover how an Expense Administrator can cancel travel authorizations using the Core Financials Application.

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Identify how a travel authorization may be canceled.

- Identify when a Travel Authorization is eligible for cancellation.

- Cancel an approved travel authorization through the Core system.

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| Assumptions |
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| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

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 |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Process Expenses** link. |
|  | Click the **Cancel Travel Authorizations** link. |
|  | 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. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**CANCEL\_TRAV\_AUTH**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Enter "**Cancel Travel Auths**" in the **Description** field. |
|  | Click the **Look up Business Unit (Alt+5)** button. |
|  | Click an entry in the **Business Unit** column. |
|  | Depending on the volume of travel authorizations at your institution, you may want to limit your search criteria by selecting a specific range of departments and/or dates.  For demonstrating purposes, we will search for all approved travel authorizations. |
|  | Click the **Select Option** list. |
|  | Click the **All** list item. |
|  | Click the **Search** button. |
|  | In order for a Travel Authorization to be eligible for cancelation, the transaction must have been completely approved by all active approval levels.  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. |
|  | You can cancel multiple transactions at one time by enabling the checkbox next to each transaction that you wish to cancel. For this example, we only need to cancel one travel authorization. |
|  | Click the **Select** checkbox next to the transaction you wish to cancel. |
|  | Click the **Save** button. |
|  | Click the **Run** button. |
|  | Click the **OK** button. |
|  | Click the **Process Monitor** link. |
|  | You may need to click the **Refresh** button several times until the Run Status displays **Success** and the Distribution Status is **Posted**.  Click the **Refresh** button. |
|  | Click the **vertical** scrollbar to navigate to the bottom of the page. |
|  | Click the **Go back to Cancel Travel Authorization** link. |
|  | Notice that the transaction you canceled has a Status of **Admin Cancel.** |
|  | Congratulations. You have just completed the **Canceling Approved Travel Authorizations in Core** topic. Below is a summary of the key concepts of this topic:  - Travelers can cancel their own approved Travel Authorizations through the Self-Service Portal. If needed, an Expense Administrator can also cancel the Travel Authorization through the Core System.  - A Travel Authorization is eligible for cancellation when it has been completely approved by all active approval levels. If a Travel Authorization is still within the approval process and it needs to be canceled, an approver can deny the authorization and the traveler can then delete the transaction.  **End of Procedure.** |