

Canceling a Travel Authorization in the Travel and Expense Module

You can only cancel a Travel Authorization that has been fully approved and has not yet been applied to an Expense Report.

1. Sign into **PeopleSoft HRMS Self Service** website.
2. Click the **Travel and Expense Home** link.
3. Click the **Employee Self Service** link.
4. Click the **Travel Authorization** link.
5. Click the **Cancel** link.
6. All Travel Authorizations that have been fully approved and not applied to an Expense Report are displayed.
7. Select the Travel Authorization you want to cancel by clicking in the **Select** box. Once a Travel Authorization is selected, a green checkmark should appear.
 - a. To deselect a Travel Authorization, click in the **Select** box to remove the green checkmark.
8. Click the **Cancel Selected Travel Authorization(s)** button.
9. Click the **OK** button to confirm.