GEORGIA_FIRST_
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

For Training Use Only

PSFIN V8.9 Training   Using Travel Authorizations in the PeopleSoft Travel and Expense Module

Deleting a Travel Authorization in the Travel and Expense Module

You can only delete a Travel Authorization if it has been "Saved for Later", if it has been sent back by an approver, or if it has been previously canceled. Those that have been Saved for Later or Sent Back are considered to be in a Pending status.

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 **Delete** link.
6. All Travel Authorizations that are in a Pending status or that have been previously canceled appear.
7. Select the Travel Authorization you want to delete 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 **Delete Selected Authorization(s)** button.
9. Click the **OK** button to confirm.