CANCELING A TRAVEL AUTHORIZATION

Sometimes a Travel Authorization needs to be canceled from the system. A Travel Auth can only be canceled provided it is not associated to an expense report. *Be careful when cancelling a TA – the cancel action is permanent, and it cannot be “undone” if canceled in error.*

1) Access PeopleSoft Financials through GoWMU

![My Work](image)

2) Login to PeopleSoft Financials with your bronco net ID and password

3) Select the following *Main Menu* options:
   a. Employee Self-Service
   b. Travel and Expense Center
   c. Under Travel Authorization, select 2 more to view additional options. Select Cancel

![Travel Authorization](image)
4) Select the Travel Authorization to Cancel and click the ‘Cancel Selected Authorization’ button. Authorizations that can be canceled will appear in your list.

5) Cancel confirmation screen appears, click OK button.

6) Canceled travel authorizations will appear as closed when you select to view travel authorizations.