Cancel Travel Authorization

An approved Travel Authorization that has not yet been copied to an Expense Report may be cancelled by the employee. The cancellation process runs a Budget Check to unencumber (release) the funds.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expenses > Travel Authorization > Cancel***.
3.	On the **Cancel Approved Travel Authorization** page, select the ☐ checkbox of the **Travel Authorization/s** to cancel and then click the **Cancel Selected Travel Authorization(s)** button.
4.	The **Save Confirmation** page displays. Click the **OK** button. *Note: The Travel Authorization Status updates to Closed.* *Note: The Cancelled Travel Authorization is available to be deleted.*
	End of Procedure.