

Delete Travel Authorization

After a **Travel Authorization** is copied into an **Expense Report** it can no longer be cancelled.

However, the **Travel Authorization** may be deleted in any of these situations:

- It is no longer needed prior to the Expense Report being submitted for Approval.
- The Travel Authorization has a status of Sent Back by an Approver. An Approver returns the Travel Authorization for modification. The Employee chooses to start again rather than modifying the existing Travel Authorization.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the Log In button. • From the Enterprise Menu, select the Financials Supply Chain link.
2.	Navigate to: <u>Employee Self-Service > Travel and Expense Center > Travel Authorization > Delete.</u>
3.	On the Delete Travel Authorization search page, in the Empl ID field, enter or  look up the employee's unique eight digit CUNY ID.
4.	On the Delete Travel Authorization page, select the <input type="checkbox"/> checkbox/es of the Travel Authorization/s to delete.
5.	Click the Delete Selected Authorization(s) button.
6.	On the Delete Confirmation page, click the OK button.
7.	Click the Return to Travel Authorization link.
8.	To verify the Travel Authorization has been deleted, see if it is still available for deletion. In the menu, click the Delete link.
9.	On the Delete Travel Authorization page, in the Empl ID field, enter or  look up the employee's unique eight digit CUNY ID.
10.	Click the Search button. Note: From the list of Travel Authorizations, the Travel Authorization can no longer be found. Note: The message "No matching values were found." confirms that the Travel Authorization was successfully deleted.
	End of Procedure.