



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