Canceling a TA in PeopleSoft on e-Campus Financials

URI Office of the Controller
March 2021
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1. Canceling a Travel Authorization

a. Navigating within PeopleSoft

1. From the main menu, go to: Employee Self-Service ➔ Travel and Expenses ➔ Travel Authorizations ➔ Cancel

NOTE: TAs can be cancelled in two cases:

1) They are approved, but not yet associated to an ER
2) They are approved, associated to an ER, and the ER has been submitted

A TA that is associated to an ER cannot be cancelled if the ER status is “Pending”
b. Selecting and canceling one or more TAs

2. Enter the Employee ID of the traveler and click “Search”

3. Select the TA(s) to be cancelled and click “Cancel Selected Travel Authorization(s)”

4. Click “Ok” on the Save Confirmation page