Canceling a TA in PeopleSoft on e-Campus Financials

URI Office of the Controller
March 2021
Table of Contents

1. Canceling a TA in PeopleSoft Financials ................................................................. 1
   a. Navigating within PeopleSoft Expense Module ................................................... 1
   b. Selecting and canceling a TA ........................................................................... 2
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: they are not yet associated to an ER, or they are associated to an ER that 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”

   ![Image](image1.png)

   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)”

   ![Image](image2.png)

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

4. Click “Ok” on the Save Confirmation page

   ![Image](image3.png)

   4. Click “Ok” on the Save Confirmation page