THE UNIVERSITY OF RHODE ISLAND



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* \rightarrow *Travel and Expenses* \rightarrow *Travel Authorizations* \rightarrow *Cancel*

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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"

THE Financials OF RHODE ISLAND e-Campus	
Favorites Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel	
Cancel Travel Authorization	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
▼ Search Criteria	
Empl ID begins with v 100268795 2 Name begins with v Case Sensitive	
Search Clear Basic Search Criteria	

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

THE Financials OF RHODE ISLAND E-Campus											
Favorites	Main Menu >	Employee Self-Service	> Travel an	d Expense	es 🕖 Trave	el Authorization	ns > Cancel				
Travel and Expense Cancel Approved Travel Authorization Grace Wyld											
Travel Authorization Information											
Select	Description	Authoriz	ation ID D	ate From	Date To	Amount	Currency				
	Meeting	0000025	5632 0	9/06/2021	09/08/2021	125.00	USD				

4. Click "Ok" on the Save Confirmation page





