

Canceling a TA in PeopleSoft on e-Campus Financials

URI Office of the Controller

March 2021

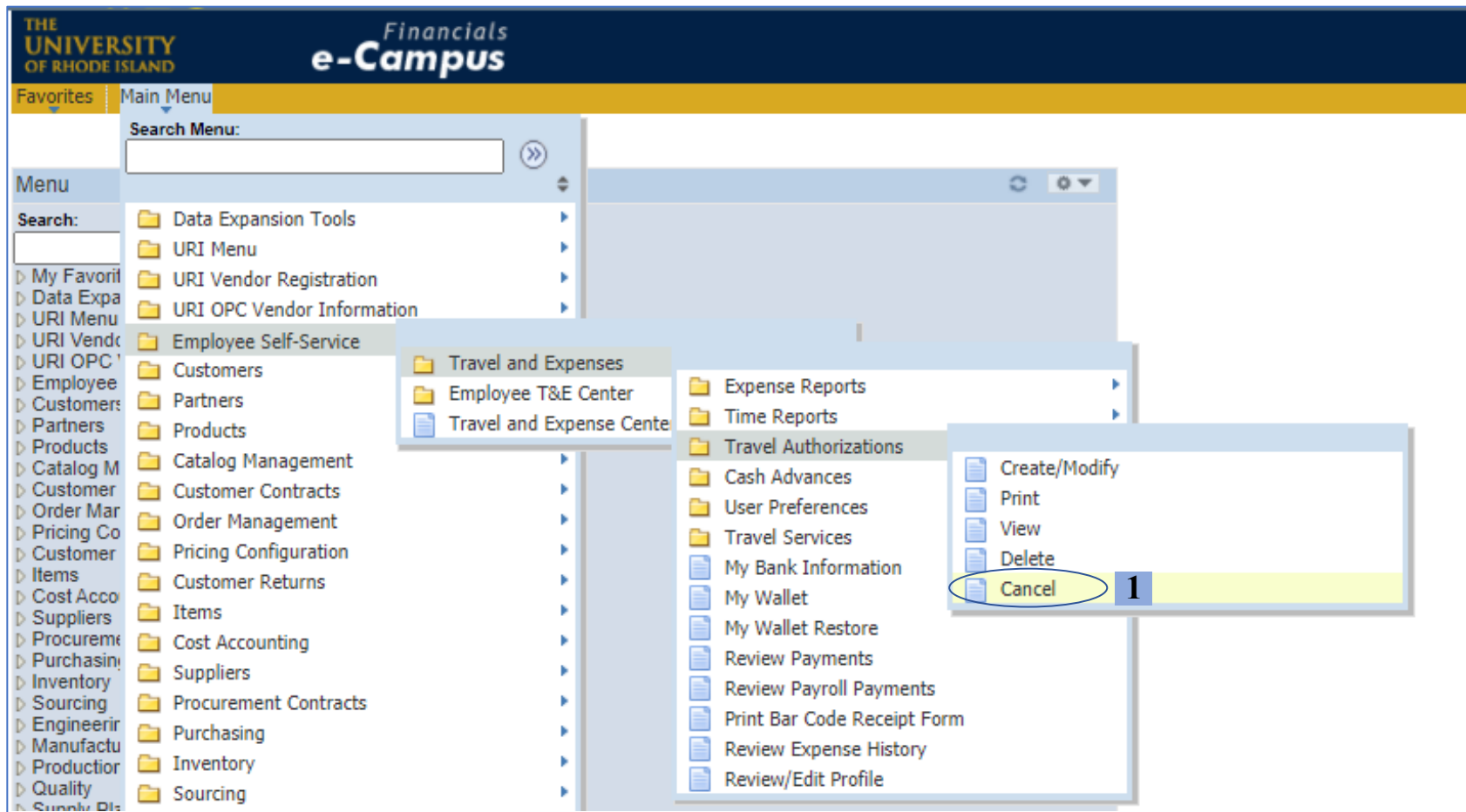
Table of Contents

<u>1. Canceling a TA in PeopleSoft Financials</u>	<u>1</u>
<u>a. Navigating within PeopleSoft Expense Module</u>	<u>1</u>
<u>b. Selecting and canceling a TA</u>	<u>2</u>

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”

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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 100268795 **2** 🔍

Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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

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Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel

Travel and Expense

Cancel Approved Travel Authorization

Grace Wyld

Travel Authorization Information						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Meeting	0000025632	09/06/2021	09/08/2021	125.00	USD

4. Click “Ok” on the Save Confirmation page

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Favorites | Main Menu > Employee Self-Service > Travel and Expense

Travel and Expense

Save Confirmation

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✓ The Save was successful.

OK

3



4

