THE UNIVERSITY OF RHODE ISLAND



Deleting a "Pending" TA in PeopleSoft on e-Campus Financials

URI Office of the Controller March 2021

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1. Deleting a "Pending" Travel Authorization

a. Navigating within PeopleSoft

1. From the main menu, go to: *Employee Self-Service* \rightarrow *Travel and Expenses* \rightarrow *Travel Authorizations* \rightarrow *Delete*

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Grants D Program M		Engineering	•									

NOTE:

- TAs can be only be deleted if they have not yet been submitted an unsubmitted TA has the status "Pending"
- If a TA has been submitted but has not yet been approved, you must withdraw the TA before following the deletion process
- If a TA has been approved, it must be <u>cancelled</u> rather than deleted. Please see the guide "Canceling a TA" on the Travel website.

b. Selecting and deleting one or more TAs

2. Enter the Employee ID of the traveler and click "Search"

	Search Search								
	INIVERSITY Financials Home Worklist MultiChannel								
	of Rhode Island e-Campus								
	Favorites Main Menu > Travel and Expenses > Travel Authorization > Delete								
	Delete 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								
	v Search Onteria								
2	Empl ID begins with V 100268795								
	Name begins with V								
(Search Clear Basic Search 🖓 Save Search Criteria								

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

UNIVER OF RHODE	of Rhode Island e-Campus							MUIUCH			
Favorites Main Menu > Travel and Expenses > Travel Authorization > Delete											
Travel and Expense											
Delete a Travel Authorization											
Grace Wyld											
Travel Authorizations											
Select	Description	Authorization ID	Date From	Date To	Amount	Currency					
	Delete TA Example	0000027580	04/28/2022	04/29/2022	50.00	USD					
	Analyst Conference 2021	0000025658	09/01/2021	09/04/2021	300.00	USD					

4. Click "Ok" on the Save Confirmation page





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