

### Cancel a Travel Authorization

Follow the steps in this instruction guide to cancel an existing Travel Authorization. To complete these tasks, you must have the **UF\_EX\_EMPLOYEE** security role. To learn more, consider taking PST930 Travel and Expense.

**NOTE:** The Cancel a Travel Authorization feature provides the mechanism necessary to cancel unused Travel Authorizations you have not applied to expense reports.

1. Login to **myUFL**
  - Open an internet browser
  - Navigate to my.ufl.edu
  - Click the Access myUFL button
  - Enter your GatorLink username and password
  - Click the Login button
2. Navigate to: **NavBar > Main Menu > My Self Service > Travel and Expense > Travel Authorizations.**
3. The options on the Travel Authorization page include:
  - **Create/Modify** a new Travel Authorization to submit for approval or save for later or to change an existing Travel Authorization
  - **Print** a hard copy of a Travel Authorization
  - **View** the status of a Travel Authorization
  - **Delete** a Travel Authorization that was not approved
  - **Cancel** a Travel Authorization that has already been approved
4. Click the **Cancel** link.
5. Enter **Empl ID**.
6. Click the **Search** button.
7. Select the **Travel Authorization** of interest.
8. Click the **Cancel Selected Travel Authorization(s)** button.
9. Click the **OK** button.

If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Policies and Directives, contact the Travel Office at 392-1241