Instruction Guide

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
   - Click the Login button 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
     - This will be the most common action from this page
   - **View** the status of a Travel Authorization
   - **Cancel** a Travel Authorization that has already been approved
   - **Print** a hard copy of a Travel Authorization

4. Click the **Cancel** link.

5. Click the **Search** button.

6. **Select** the Travel Authorization of interest.

7. Click the **Cancel Selected Travel Authorization(s)** button.

8. 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 392-1245