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 but never used that is holding funds.
   - Print a hard copy of a Travel Authorization.
   - Delete a Travel Authorization from the system that was never 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