Follow the steps in this guide to delete an existing 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 Delete a Travel Authorization feature provides the mechanism necessary to delete unused Travel Authorizations that were not approved.

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.

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.
- View the status of a Travel Authorization.
- Cancel a Travel Authorization that has already been approved but never used that is holding fund.
- Delete a Travel Authorization from the system that was never approved.
- Print a hard copy of a Travel Authorization.

3. Click the Delete option from the menu.
4. Enter the Empl ID.
5. Click Search.
6. Select the Travel Authorization (s) button.
7. 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