

Delete 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 Delete a Travel Authorization feature provides the mechanism necessary to delete unused Travel Authorizations that were not approved.

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**. 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 was not approved.
3. Click **Delete**.
4. Input the **Empl ID**.
5. Click the **Search** button.
6. **Select** the Travel Authorization of interest.
7. Click the **Delete 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 392-1241