Cancel or Delete a Travel Authorization (Employee)

**A Travel Authorization (TA) can only be cancelled or deleted by the originator or the traveler. If the TA is in “Approved” status, it can be cancelled. If the TA is not in “Approved” status, it can be deleted.**

Reasons for cancelling or deleting a TA include:
- travel did not occur
- travel occurred but no reimbursement is due to the traveler
- the TA was not closed by creating an Expense Report (ER)

By cancelling the TA, the funds encumbered for the travel are released.

1. **Log in to MyBoiseState.edu—Peoplesoft – Financial Information -- Travel and Expenses—BSU Employee—Travel Authorization—Cancel**

2. **Clear your own Employee ID from the EmpID field. If the Employee ID of the traveler is not known, use the magnifying glass and select the Employee ID from the list.**
3. Select the Travel Authorization(s) to be cancelled by checking the box next to the corresponding Travel Authorization.

   **Travel and Expense**

   **Cancel Approved Travel Authorization**

<table>
<thead>
<tr>
<th>Select Travel Auth ID</th>
<th>Travel Auth Name</th>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000015968</td>
<td>Supercomputing Conference</td>
<td>11/16/2013</td>
<td>11/22/2013</td>
</tr>
</tbody>
</table>

   [Cancel Selected Travel Authorization(s)]

   [Return to BSU - Employee]

4. Click the “Cancel Selected Travel Authorizations” button.

5. Click [Return to BSU Employee] link.

6. To verify the TA is closed, select the “View” option from the menu. Type in the Employee ID number corresponding to the Travel Authorization that was cancelled.

7. Select the Travel Authorization to verify a “Closed” status.

   **View Travel Authorization**

   **Travel Authorization Summary**

   Travel Auth ID: 0000015968

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Travel Date From:</td>
</tr>
<tr>
<td>Business Purpose:</td>
</tr>
<tr>
<td>Status:</td>
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</tbody>
</table>

   When travel by a non-US citizen student occurs, please be sure to understand any tax implications. Please contact AP with any questions via the phone number listed in the Boise State department and employee directory.