

Procurement Other P-Card and Expenses

Cancel Travel Authorization

An approved Travel Authorization that has not yet been copied to an Expense Report may be cancelled by the employee. The cancellation process runs a Budget Check to unencumber (release) the funds.

Step	Action
1.	 Enter <u>https://home.cunyfirst.cuny.edu</u> in your browser's address bar: Enter your Username and Password and click the Log In button. From the Enterprise Menu, select the Financials Supply Chain link.
2.	Navigate to: Employee Self-Service > Travel and Expenses > Travel Authorization > Cancel.
3.	On the Cancel Approved Travel Authorization page, select the Checkbox of the Travel Authorization/s to cancel and then click the Cancel Selected Travel Authorization(s) button.
4.	The Save Confirmation page displays. Click the OK button. Note: The Travel Authorization Status updates to Closed. Note: The Cancelled Travel Authorization is available to be deleted.
	End of Procedure.
3. 4.	On the Cancel Approved Travel Authorization page, select the checkbox of Travel Authorization/s to cancel and then click the Cancel Selected Travel Authorization(s) button. The Save Confirmation page displays. Click the OK button. Note: The Travel Authorization Status updates to Closed. Note: The Cancelled Travel Authorization is available to be deleted. End of Procedure.