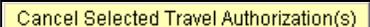




Cancel an Approved Travel Authorization

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center - E link. 
3.	Click the Travel Authorization link. 
4.	Click the Cancel link. 
5.	The Cancel Approved Travel Authorization will display documents eligible to be canceled. Using the checkboxes in the Select column, identify the Travel Authorization(s) to be cancelled.
6.	Click the Cancel Selected Travel Authorization(s) button. 
7.	Click the Return to Travel Authorization link. 
8.	End of Procedure.