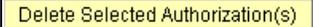




Delete a Travel Authorization

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 Delete link. 
5.	A page will open displaying Travel Authorization documents that are eligible to close. Select the document(s) to delete and click the inside the checkbox.
6.	Click the Delete Selected Authorization(s) button. 
7.	The Delete Confirmation page will confirm that the action was successful. Click the OK button. 
8.	Click the Return to Travel Authorization link. 
9.	End of Procedure.