How to Cancel an Approved Travel Authorization in Travel and Expenses

This guide is intended for individuals responsible for submitting travel transactions. It describes the brief steps necessary to cancel an approved Travel Authorization.

Background
► An approved Travel Authorization encumbers funds based on the chartfield string associated with that Travel Authorization.
► Once a Travel Authorization is approved, those funds remain encumbered until:
   ► The Travel Authorization is “copied” to create an Expense Report.
   ► Or, the Travel Authorization is “cancelled.”
► If you fail to take one of the actions above, the funds will remain encumbered indefinitely.
► As a rule, the best practice is to always create your Expense Report by “copying” the approved Travel Authorization.
► In the event that an approved Travel Authorization is not used to create an Expense Report, for whatever reason, that Travel Authorization MUST be “cancelled” to release the funds associated with it.

Cancel
► To cancel an Approved Travel Authorization, you will need:
   ► The UFID of the traveler.
   ► The Travel Authorization number.
► Log onto the my.ufl portal using your gatorlink ID and password.
► Navigate to My-Self Service> Travel and Expenses> Travel Authorization> Cancel.
► Enter the UFID of the traveler associated with the Travel Authorization you wish to cancel and click search.
► From the list, select the Travel Authorization ID you wish to cancel.
► Click the “Cancel Selected Travel Authorization(s)” button.
► Click “ok.”
► The selected Travel Authorization has now been cancelled.
► You can navigate away from this page using the menu on the left.

If you need help with...
► A technical problem, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.
► Travel Policies and Procedures, review the Travel Handbook at http://www.fa.ufl.edu or contact the Travel Office at 392-1245.