



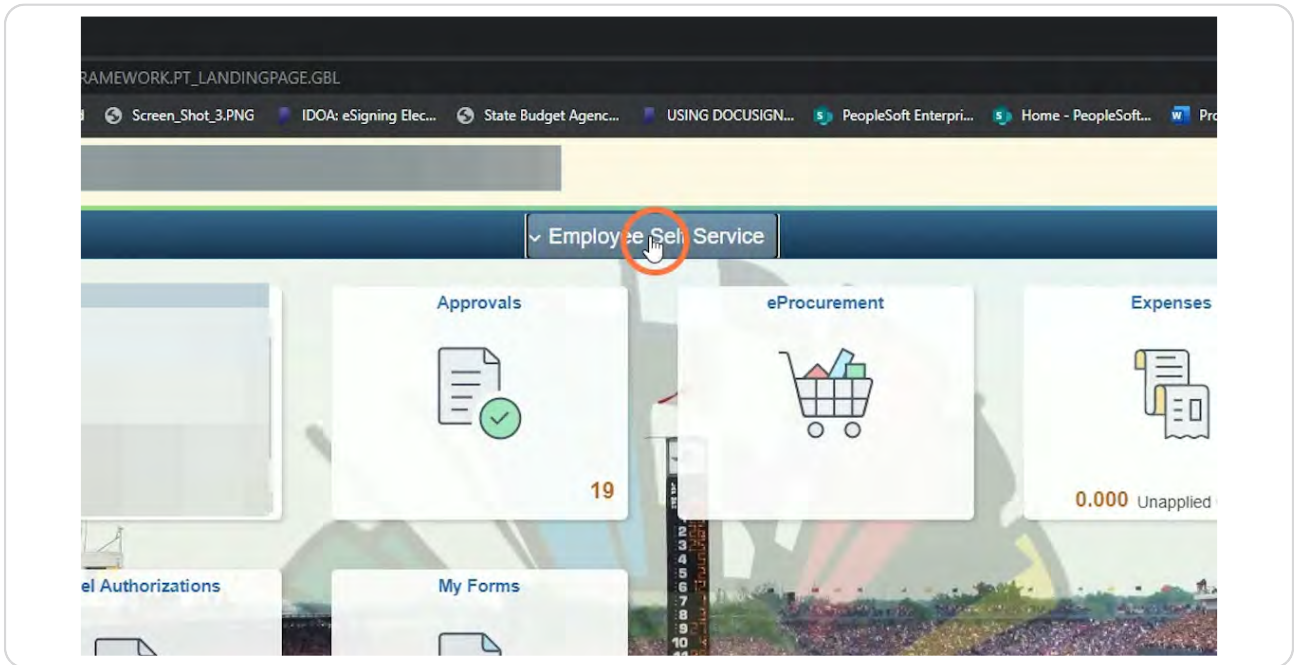
Travel Administrator - Delete TA

Travel Administrators have the ability to delete Travel Authorizations (TA) on behalf of a traveler.

The following steps will walkthrough the TA deletion process for Travel Administrators.

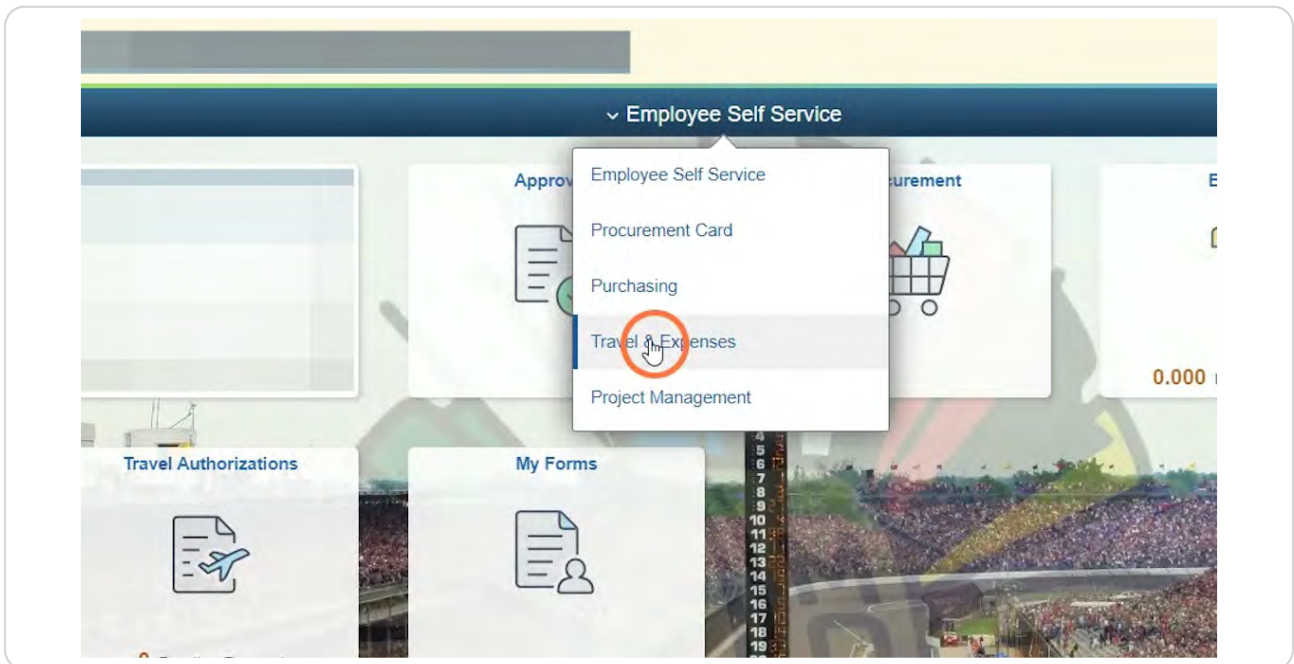
STEP 1

Click the Fluid page dropdown.



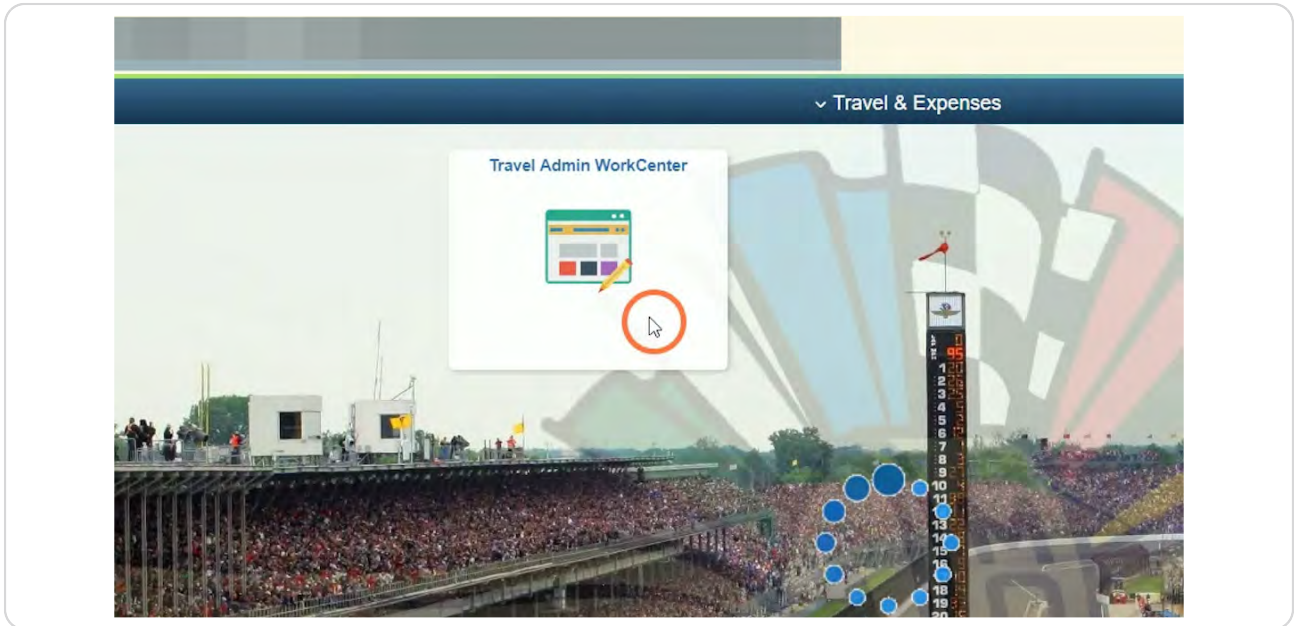
STEP 2

Click Travel & Expenses.



STEP 3

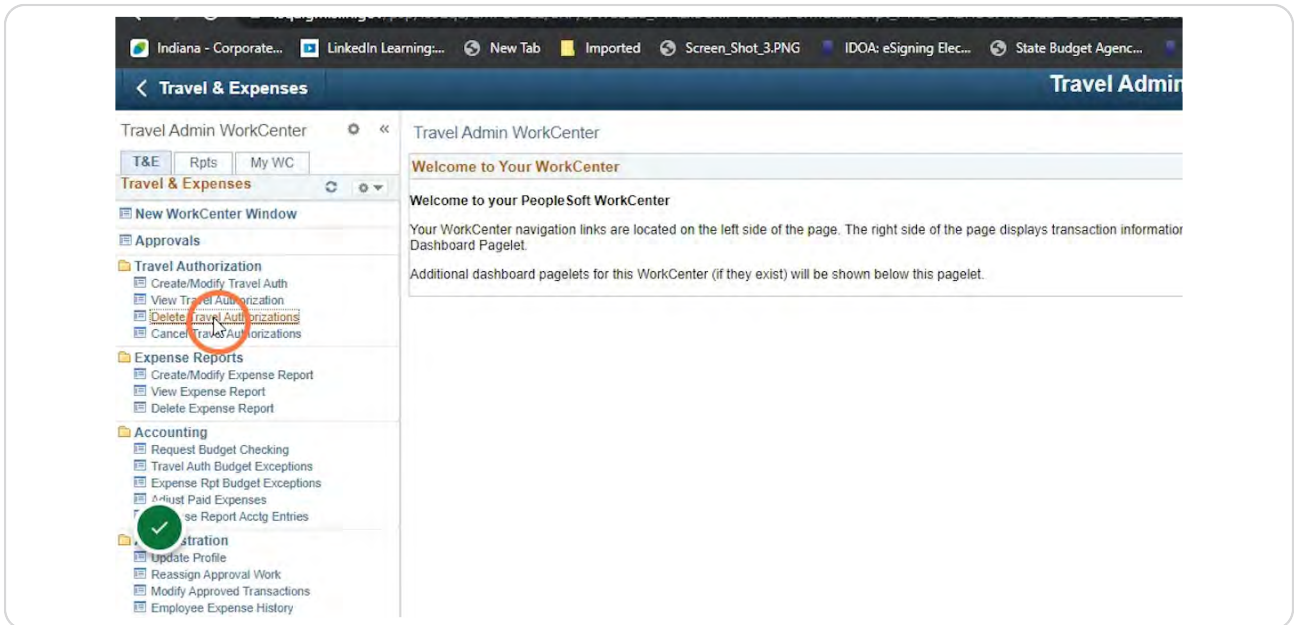
Click Travel Admin WorkCenter.



STEP 4

Click Delete Travel Authorizations.

Delete Travel Authorizations is located on the T&E tab under the Travel Authorization folder.



STEP 5

Enter the Search Criteria for the traveler.

The screenshot shows the 'Delete Travel Authorization' page in the Travel Admin WorkCenter. The page has a left-hand navigation menu with categories like 'Travel Authorization', 'Expense Reports', and 'Accounting'. The main content area is titled 'Delete Travel Authorization' and includes a search form. The search form has a 'Find an Existing Value' button and a 'Search Criteria' section. Under 'Search Criteria', there are two input fields: 'Empl ID' and 'Name'. The 'Empl ID' field is currently empty and has a red circle around it, indicating where to enter search criteria. The 'Name' field is also empty. There is a 'Case Sensitive' checkbox and a 'Search' button. The 'Search' button is highlighted with a red circle.

STEP 6

Click Search.

The screenshot shows the 'Delete Travel Authorization' page in the Travel Admin WorkCenter. The page has a left-hand navigation menu with categories like 'Travel Authorization', 'Expense Reports', and 'Accounting'. The main content area is titled 'Delete Travel Authorization' and includes a search form. The search form has a 'Find an Existing Value' button and a 'Search Criteria' section. Under 'Search Criteria', there are two input fields: 'Empl ID' and 'Name'. The 'Empl ID' field now contains the value '10000307372'. The 'Name' field is empty. There is a 'Case Sensitive' checkbox and a 'Search' button. The 'Search' button is highlighted with a red circle.

STEP 7

Click the box in the Select column for the TAs that need to be deleted.

Travel Admin WorkCenter

Travel and Expense

Delete a Travel Authorization

John Purdy

Travel Authorizations

Select	Description	Authorization ID	Date From	Date To
<input checked="" type="checkbox"/>	FYE TEST 2	0000014154	05/08/2023	05/09/2023
<input type="checkbox"/>	IDOA - Fiscal Year End Test	0000014150	06/09/2023	06/26/2023

Delete Selected Authorization(s)

STEP 8

Click Delete Selected Authorization(s).

John Purdy

Travel Authorizations

Select	Description	Authorization ID	Date From	Date To
<input checked="" type="checkbox"/>	FYE TEST 2	0000014154	05/08/2023	05/09/2023
<input type="checkbox"/>	IDOA - Fiscal Year End Test	0000014150	06/09/2023	06/26/2023

Delete Selected Authorization(s)

STEP 9

Click OK.

