



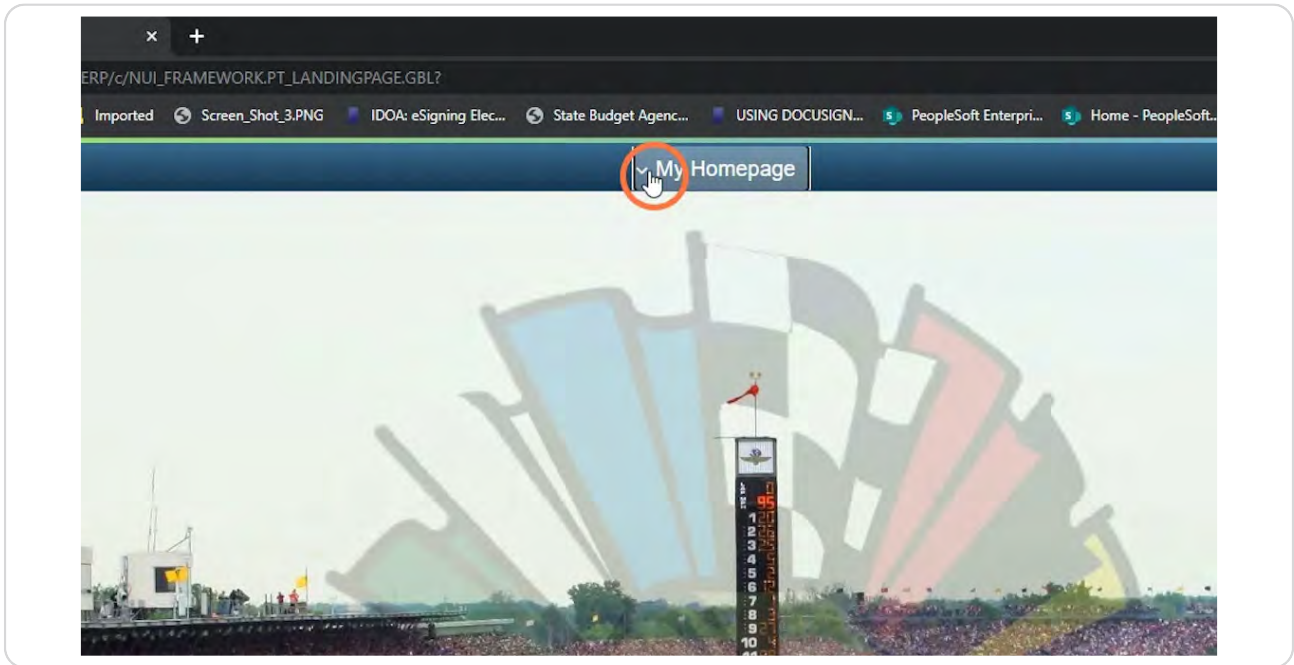
Delete TA - Traveler or Submitter

Either a Traveler or a Submitter (on behalf of a traveler) can delete a Travel Authorization (TA).

The following steps will walkthrough the TA deletion process.

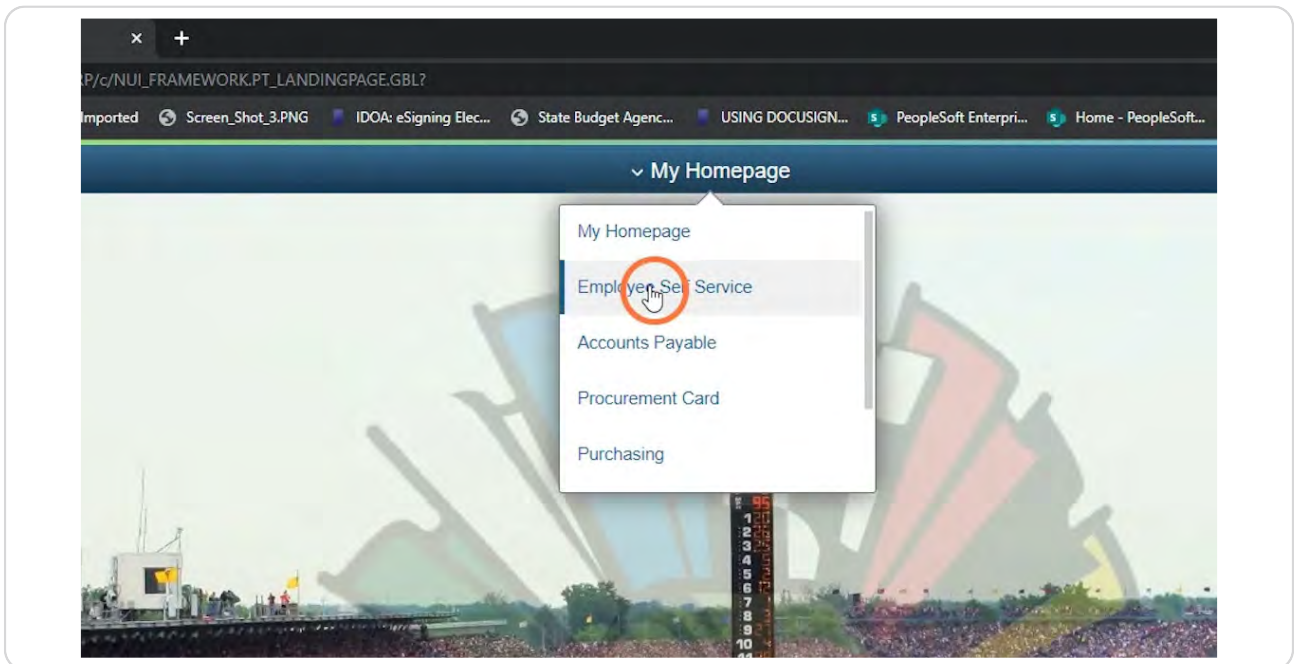
STEP 1

Click the Fluid page dropdown.



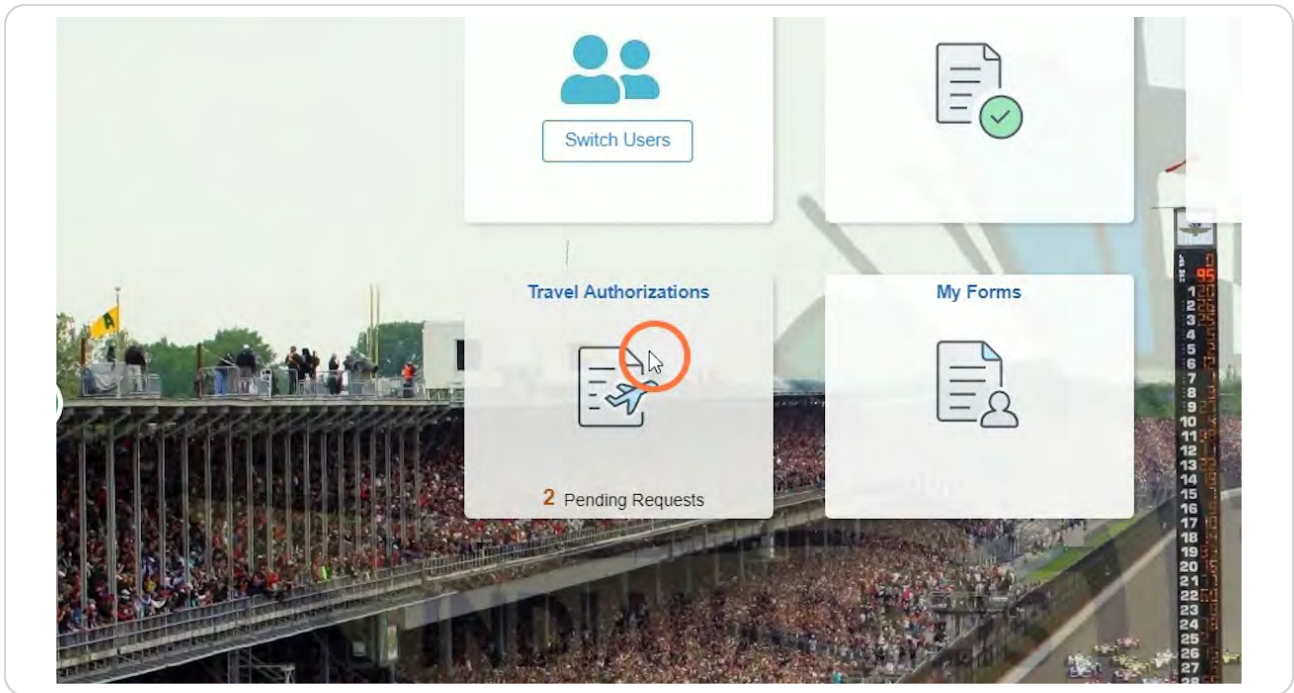
STEP 2

Click Employee Self Service.



STEP 3

Click the Travel Authorizations tile.

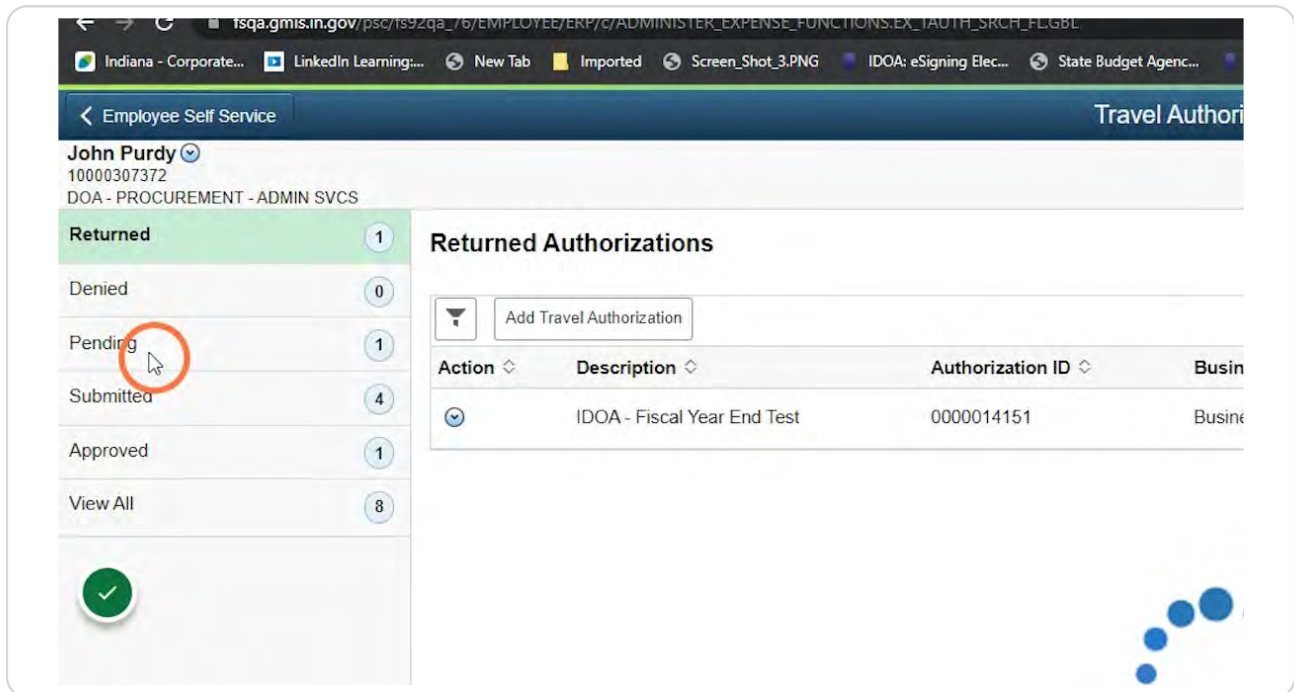


STEP 4

If you are the traveler, click either Returned or Pending.

Returned will generate a list of TAs that were previously submitted (not fully approved) and were sent back by an approver.

Pending will generate a list of TAs that have not been submitted.



The screenshot displays the 'Employee Self Service' interface for John Purdy. The 'Travel Authorizations' section is active, showing a navigation menu on the left with the following counts:

- Returned: 1
- Denied: 0
- Pending: 1 (highlighted with a red circle)
- Submitted: 4
- Approved: 1
- View All: 8

The 'Returned Authorizations' table contains one entry:

Action	Description	Authorization ID	Busin
	IDOA - Fiscal Year End Test	0000014151	Busine

STEP 5

Click the dropdown arrow under Action.

The screenshot shows the 'Employee Self Service' interface for John Purdy. On the left, a navigation menu lists authorization statuses: Returned (1), Denied (0), Pending (1), Submitted (4), Approved (1), and View All (8). The main content area is titled 'Returned Authorizations' and features a table with columns for Action, Description, Authorization ID, and Business Unit. A single row is visible with the description 'IDOA - Fiscal Year End Test' and Authorization ID '0000014151'. A red circle highlights the dropdown arrow in the 'Action' column of this row.

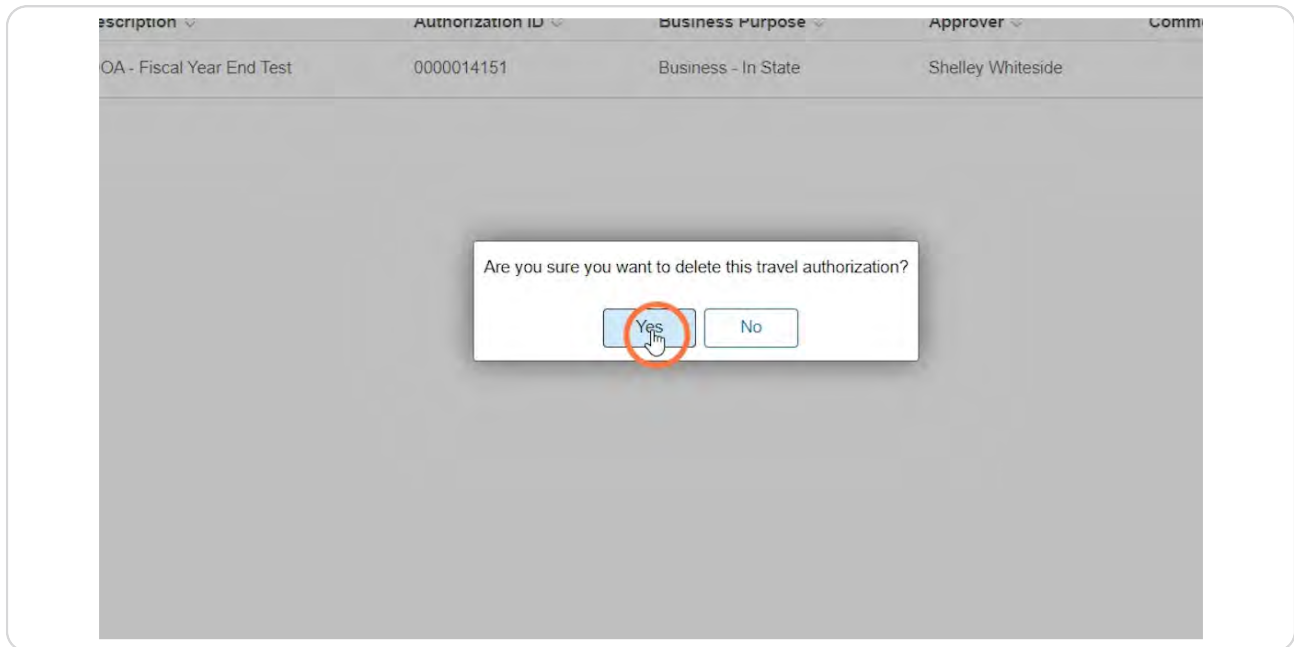
STEP 6

Click Delete Travel Authorization

The screenshot shows the 'Employee Self Service' interface for John Purdy, now displaying 'Pending Authorizations'. The left navigation menu shows: Returned (0), Denied (0), Pending (1), Submitted (4), Approved (1), and View All (7). The 'Pending' status is highlighted in green. A context menu titled 'Actions' is open over the table, showing two options: 'Delete Travel Authorization' and 'Send Notification'. A red circle highlights the 'Delete Travel Authorization' option.

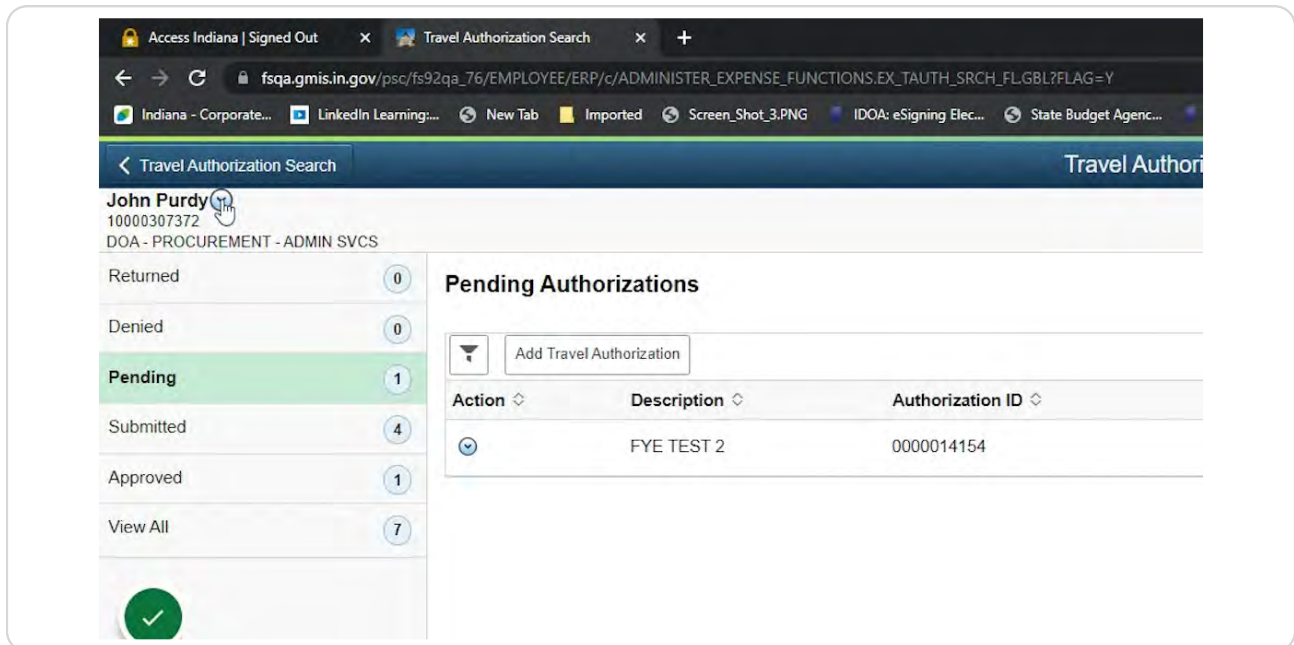
STEP 7

Click Yes.



STEP 8

If you are a submitter for a traveler and deleting on behalf of the traveler, click the dropdown arrow next to your name.



STEP 9

Click Change Employee.

The screenshot shows the 'Employee Self' interface for John Purdy (ID: 10000307372, DOA - PROCUREMENT - ADMIN SVCS). On the left, a navigation menu lists authorization statuses: Returned (0), Denied (0), Pending (1), Submitted (4), Approved (1), and View All (7). The 'Pending' status is highlighted in green. An 'Actions' dropdown menu is open, with 'Change Employee' circled in orange. The main content area is titled 'Pending Authorizations' and includes an 'Add Travel Authorization' button and a table with one entry:

Action	Description	Authorization ID
	FYE TEST 2	0000014154

STEP 10

Click on the employee you will be deleting for.

The screenshot shows the 'Employee Search' interface. On the left, a 'Pending Authorizations' sidebar is visible. The main area has a search bar and a table of results:

Empl ID	Name
10000307372	John Purdy
	Ar...se

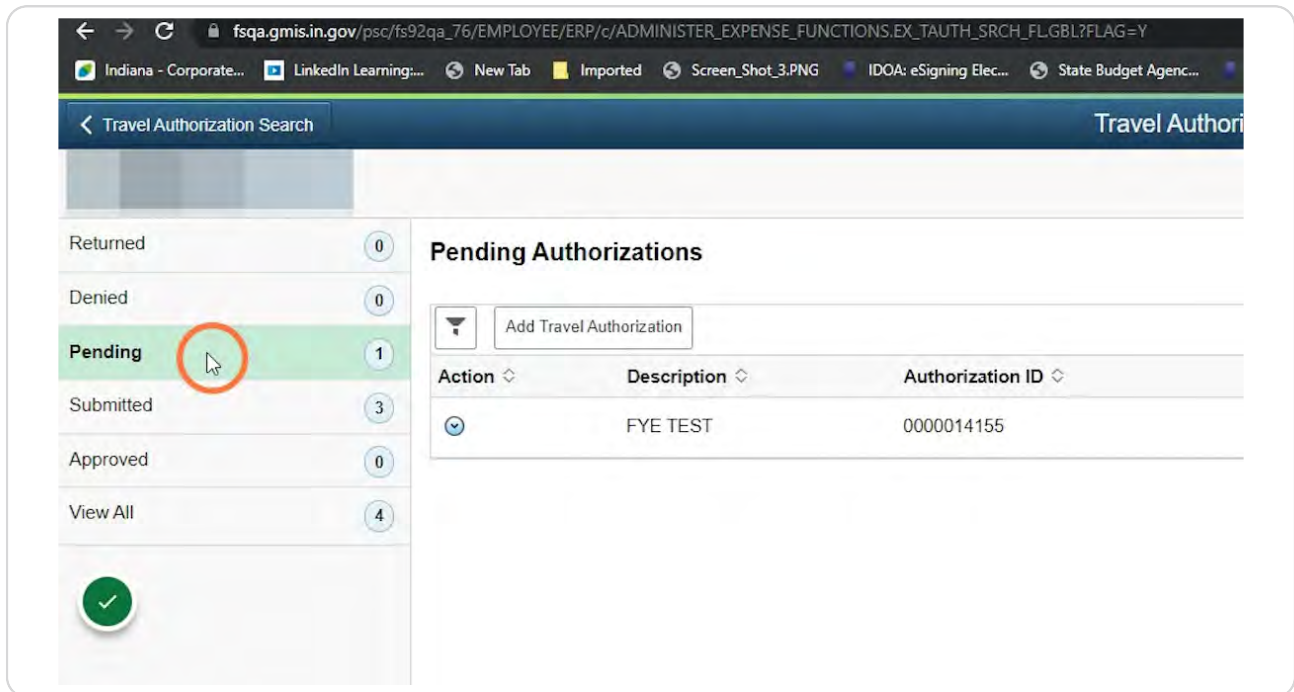
A mouse cursor is hovering over the first row of the table, which is circled in orange.

STEP 11

Click either Returned or Pending.

Returned will generate a list of TAs that were previously submitted (not fully approved) and were sent back by an approver.

Pending will generate a list of TAs that have not been submitted.



The screenshot shows a web browser window with the URL `fsqa.gmis.in.gov/psc/fs92qa_76/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.EX_TAUTH_SRCH_FL.GBL?FLAG=Y`. The page title is "Travel Authorization Search". On the left, there is a navigation menu with the following items and counts:

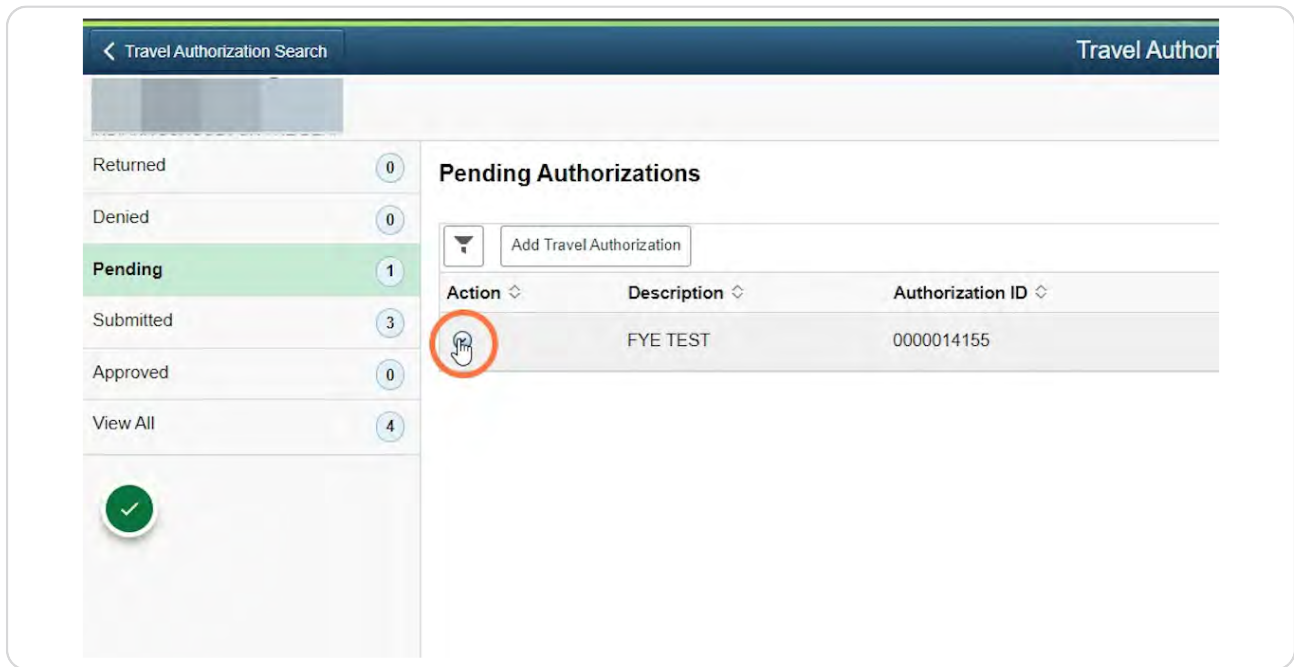
- Returned (0)
- Denied (0)
- Pending (1)** - This item is highlighted in green and has a red circle around it with a mouse cursor pointing to it.
- Submitted (3)
- Approved (0)
- View All (4)

Below the menu is a green checkmark icon. The main content area is titled "Pending Authorizations" and contains an "Add Travel Authorization" button. Below the button is a table with the following data:

Action	Description	Authorization ID
	FYE TEST	0000014155

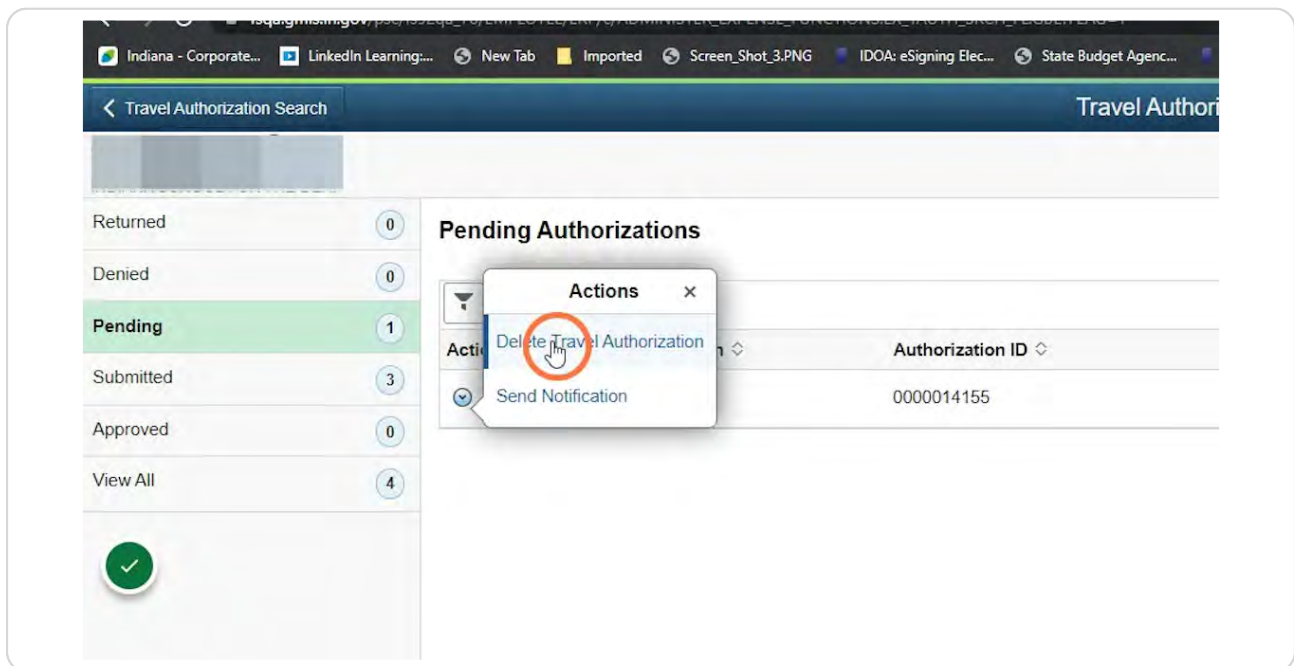
STEP 12

Click the dropdown arrow under Action.



STEP 13

Click Delete Travel Authorization.



STEP 14

Click Yes.

