Indiana Department of Administration
Travel Services

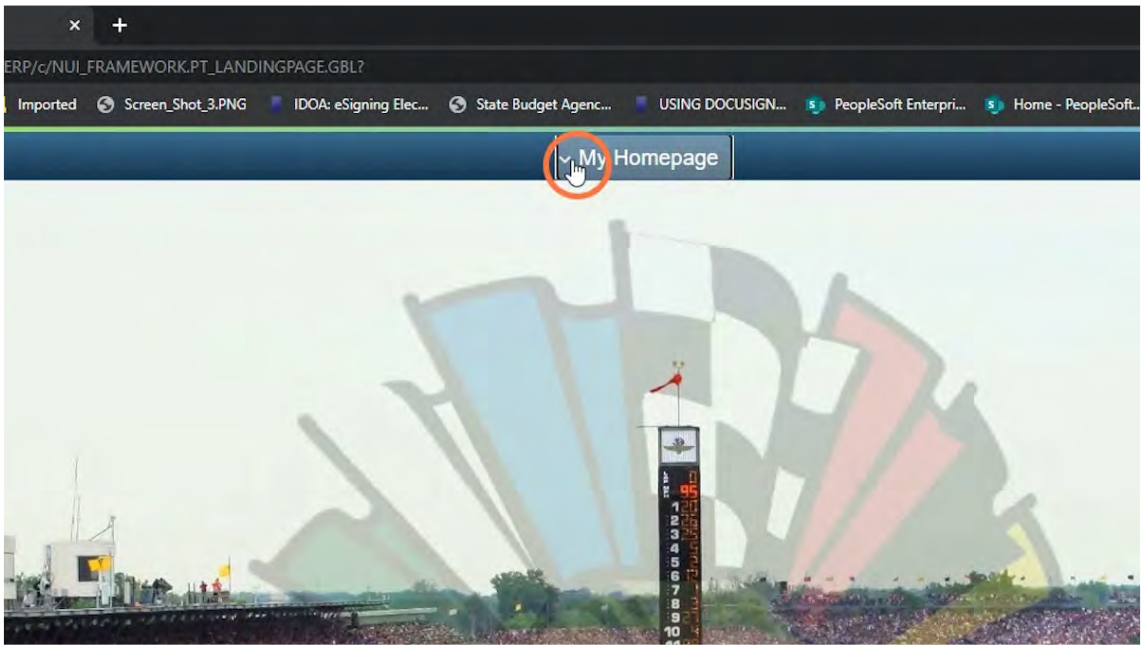
Delete TA - Traveler or Submitter

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.

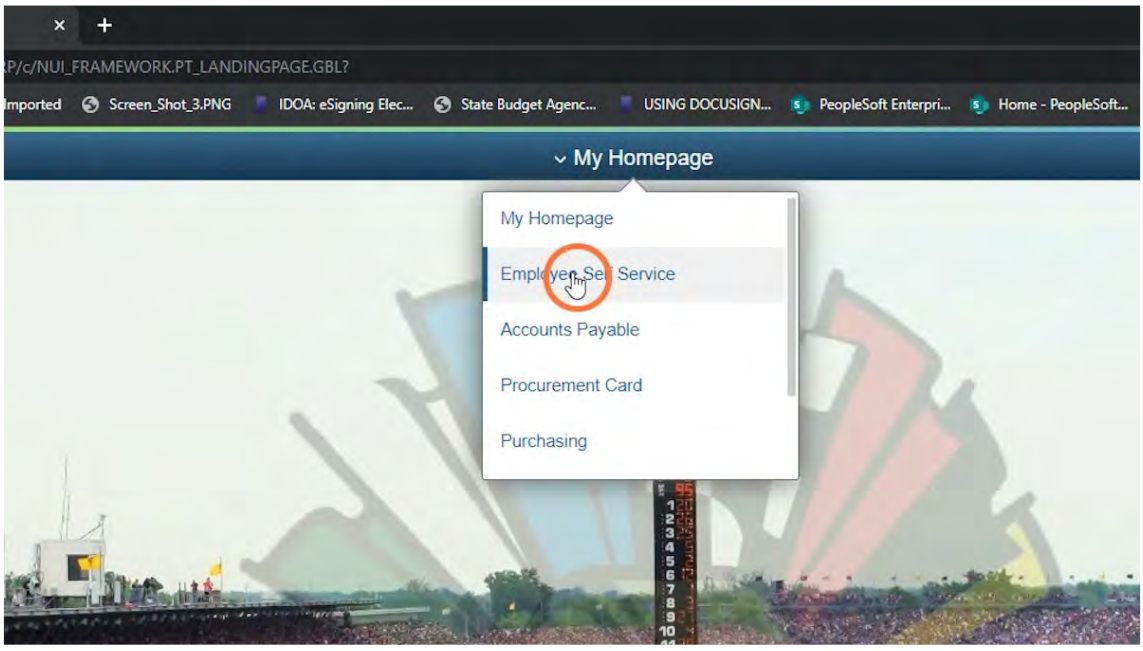
STEP 1

Click the Fluid page dropdown.



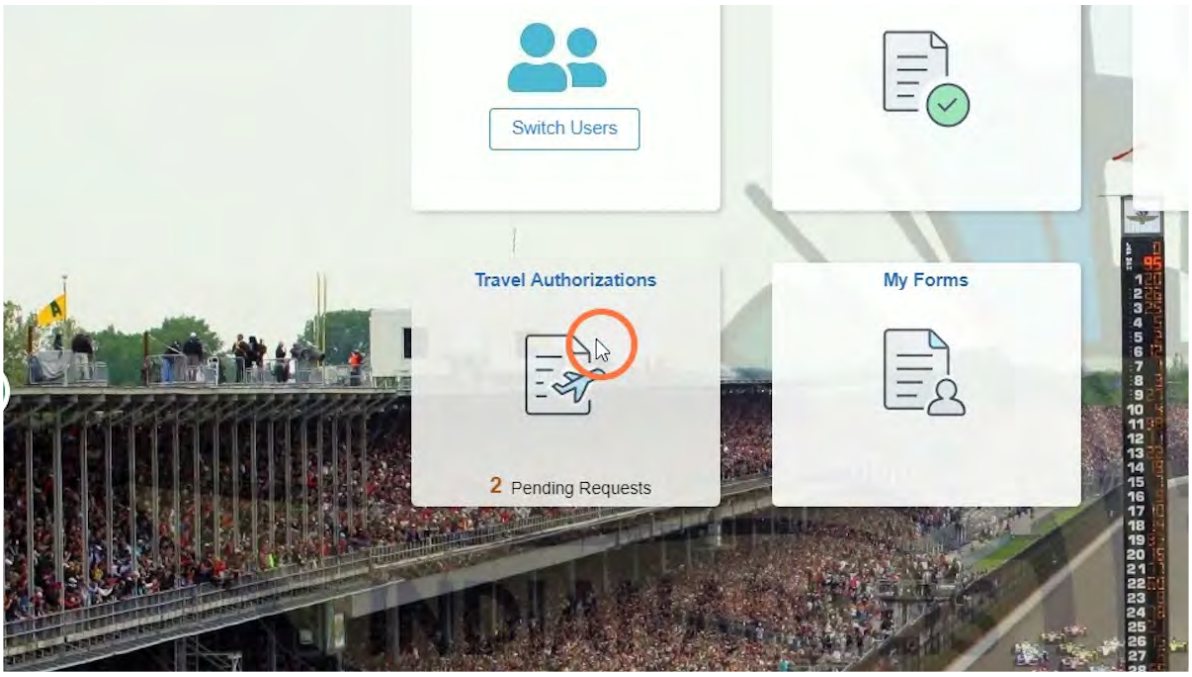
STEP 2

Click Employee Self Service.



STEP 3

Click the Travel Authorizations tile.

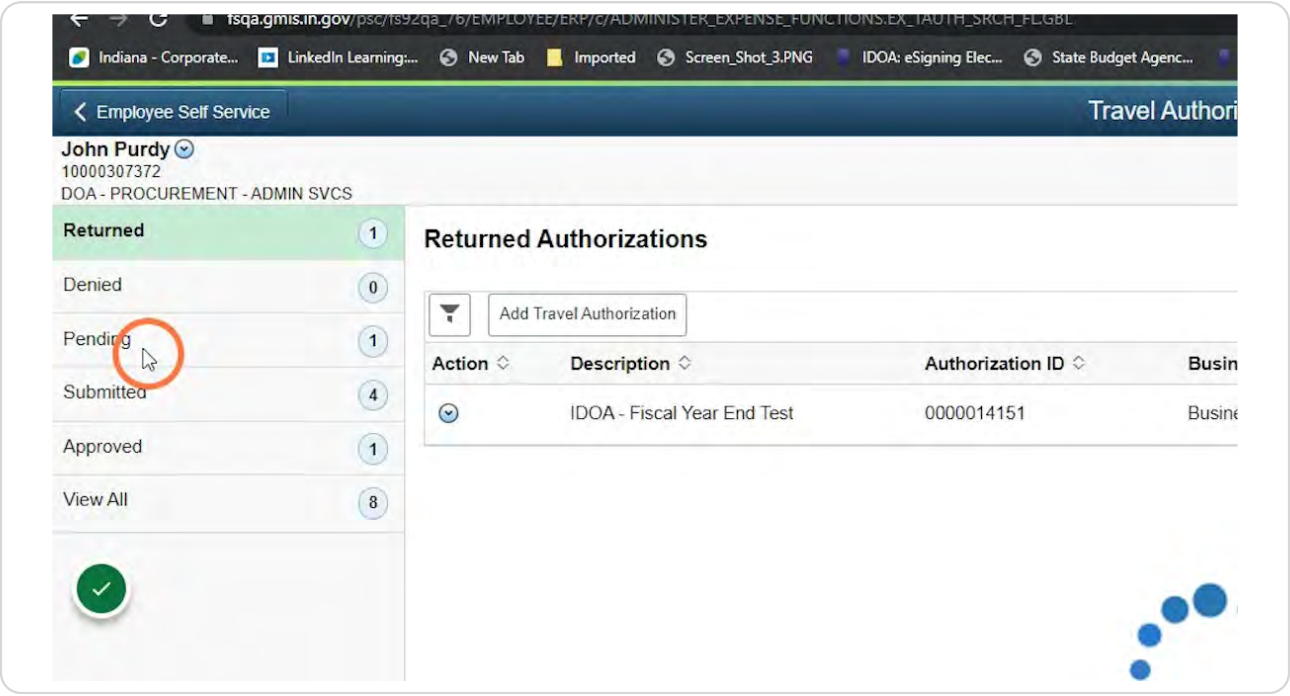


STEP 4

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

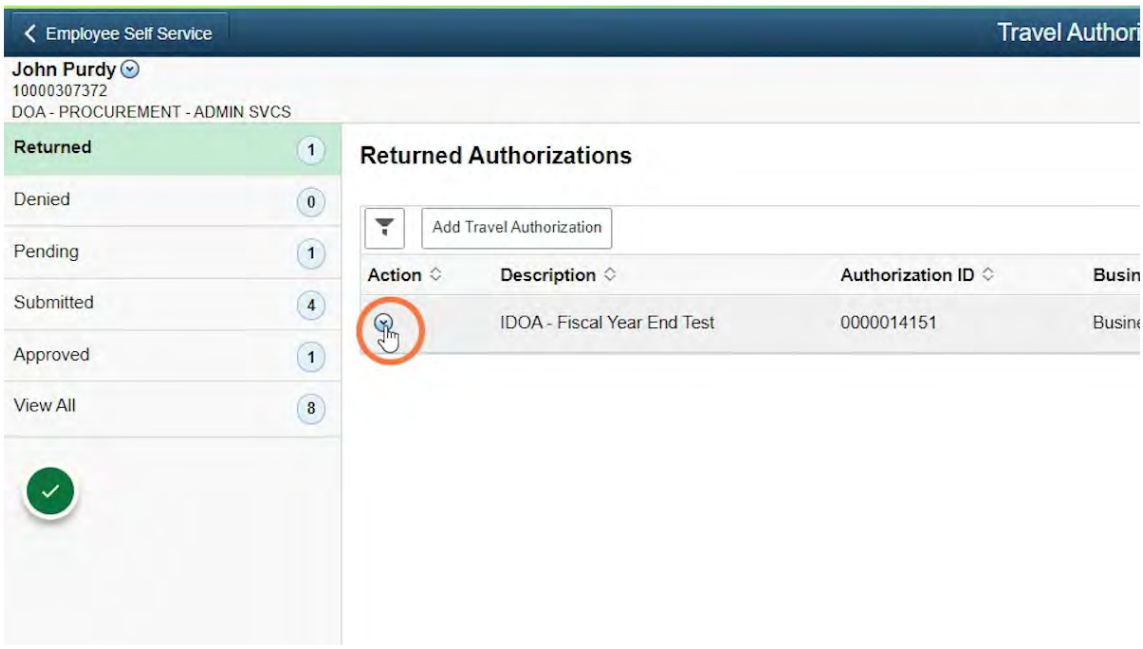
Returned will generate a list of TAs that were previously submitted (not fully approved) and were sent back by an approver.

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



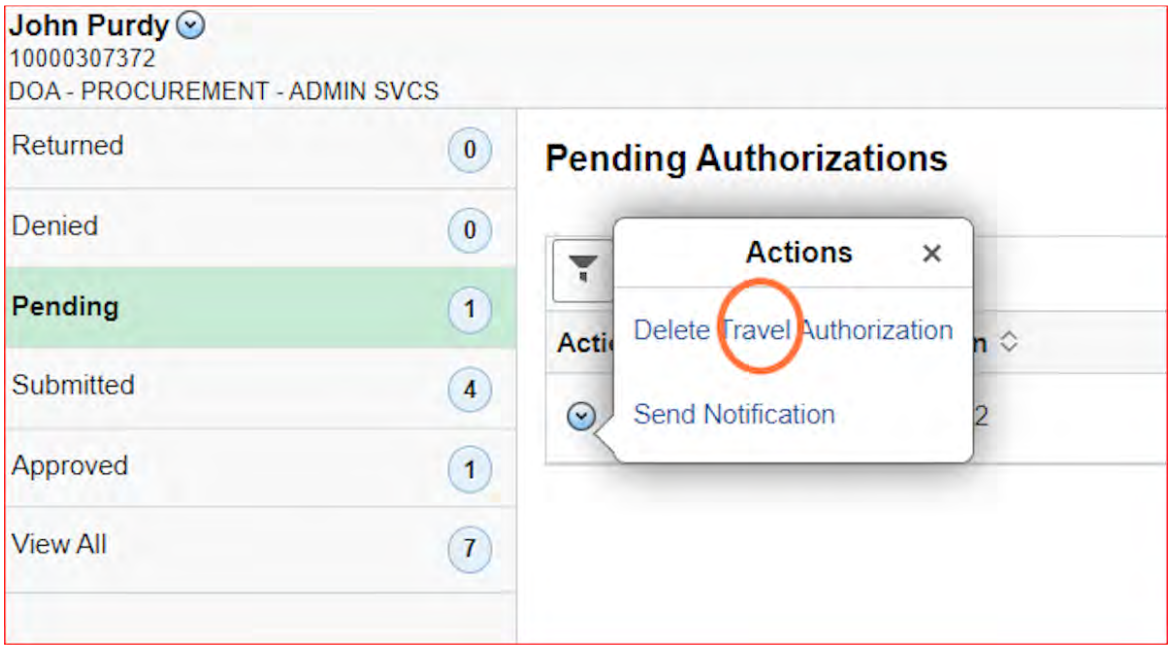
STEP 5

Click the dropdown arrow under Action.



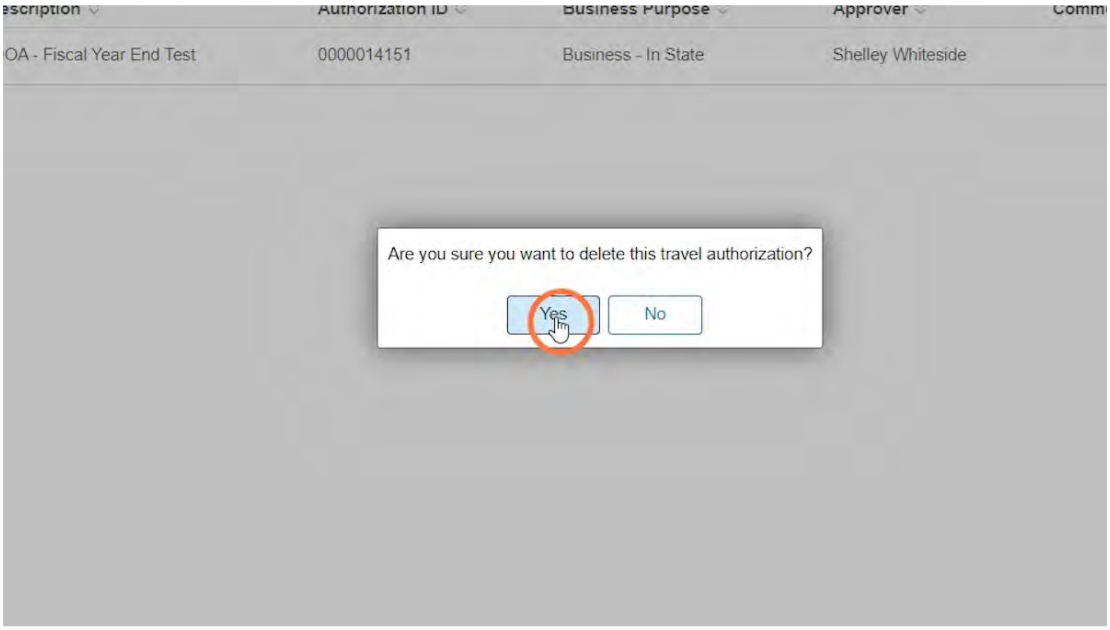
STEP 6

Click Delete Travel Authorization



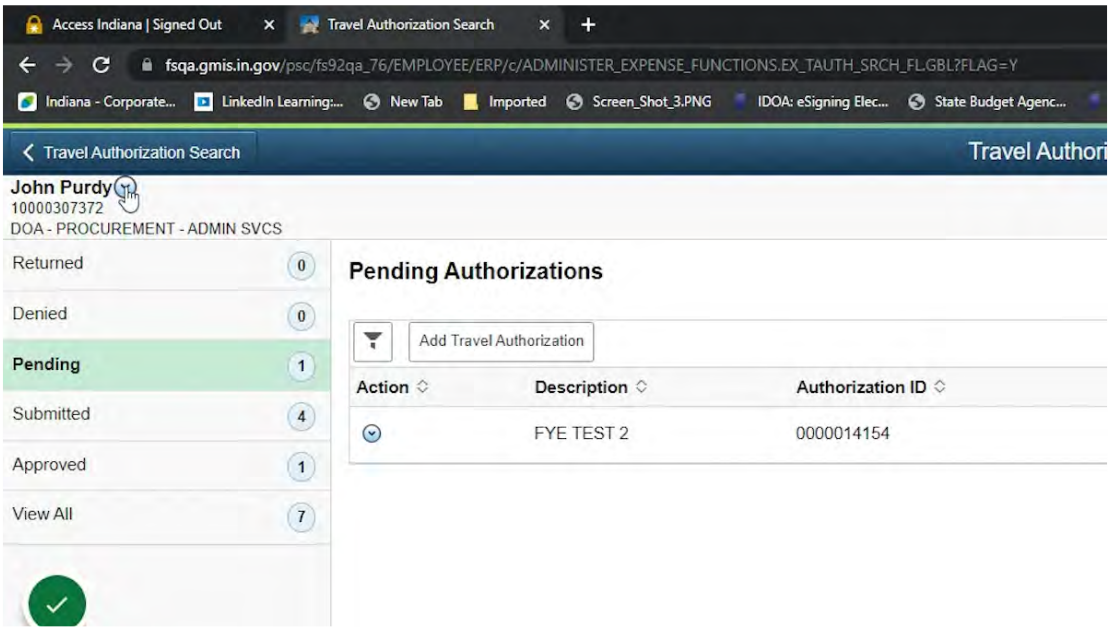
STEP 7

Click Yes.



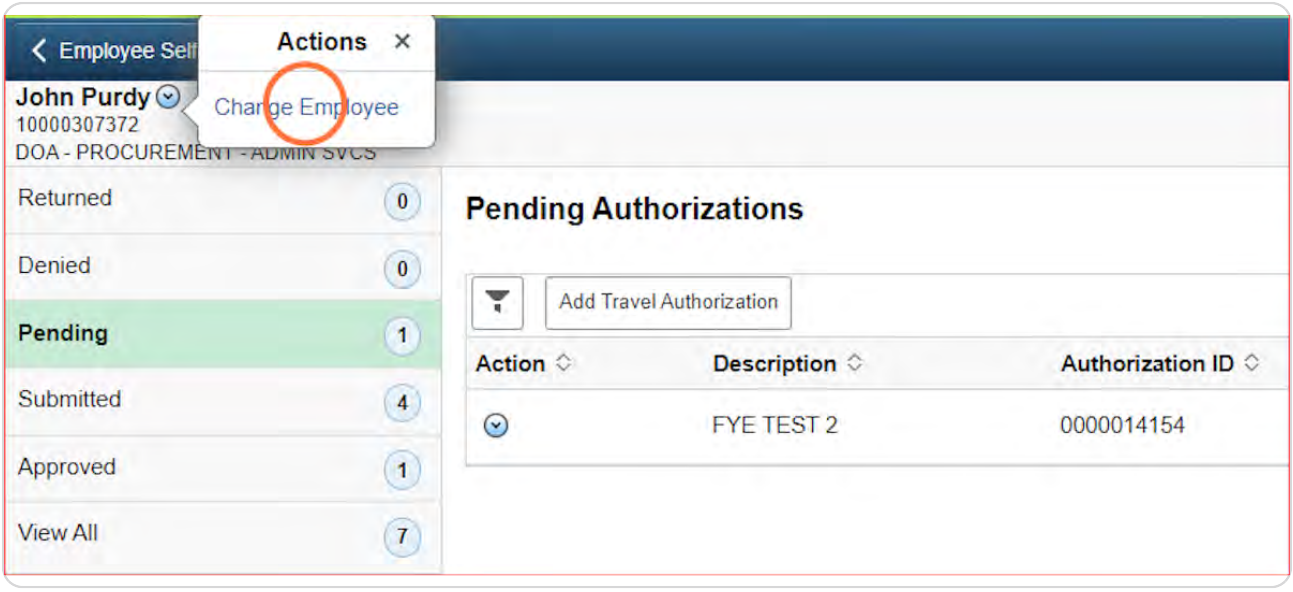
STEP 8

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



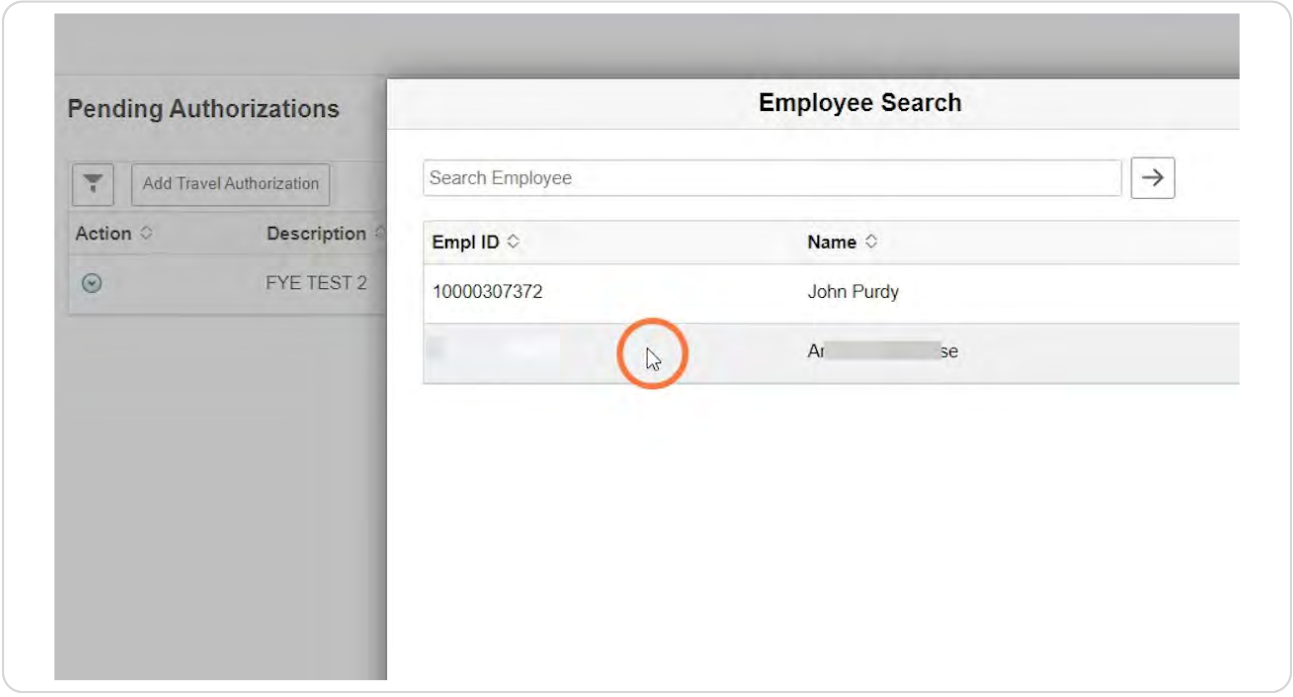
STEP 9

Click Change Employee.



STEP 10

Click on the employee you will be deleting for.

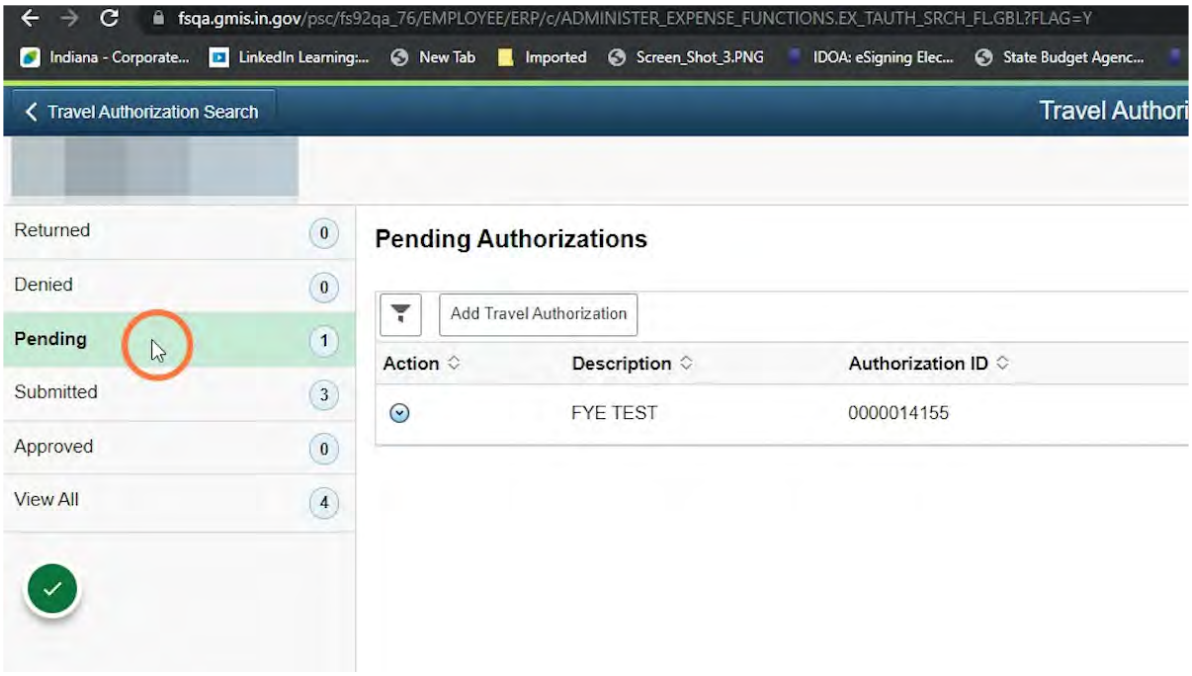


STEP 11

Click either Returned or Pending.

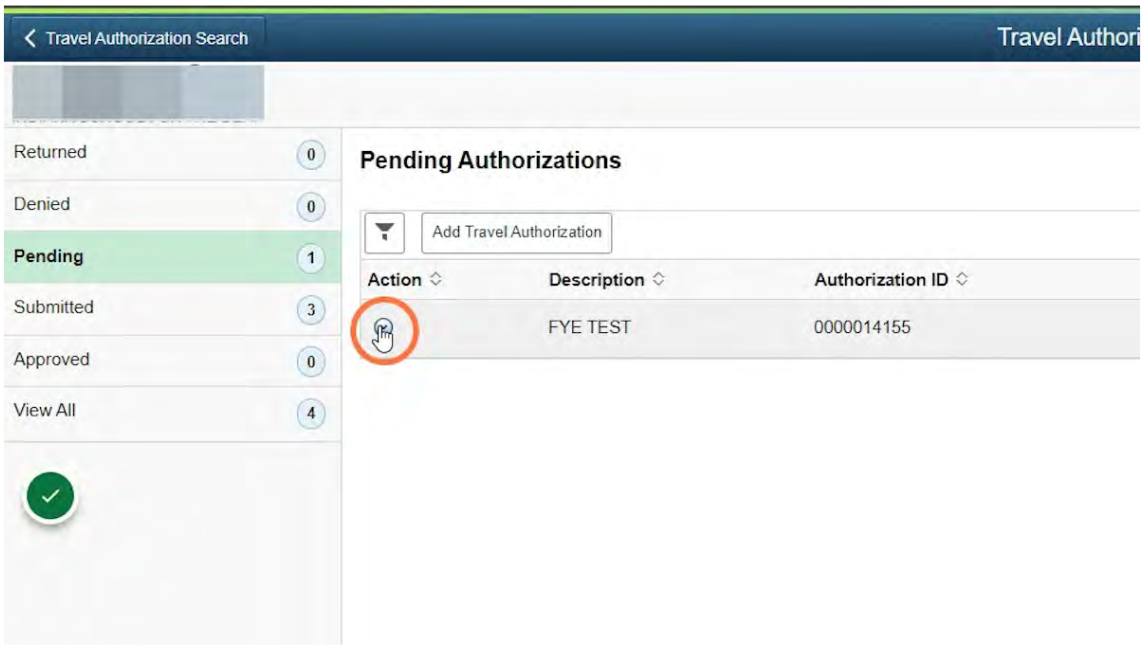
Returned will generate a list of TAs that were previously submitted (not fully approved) and were sent back by an approver.

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



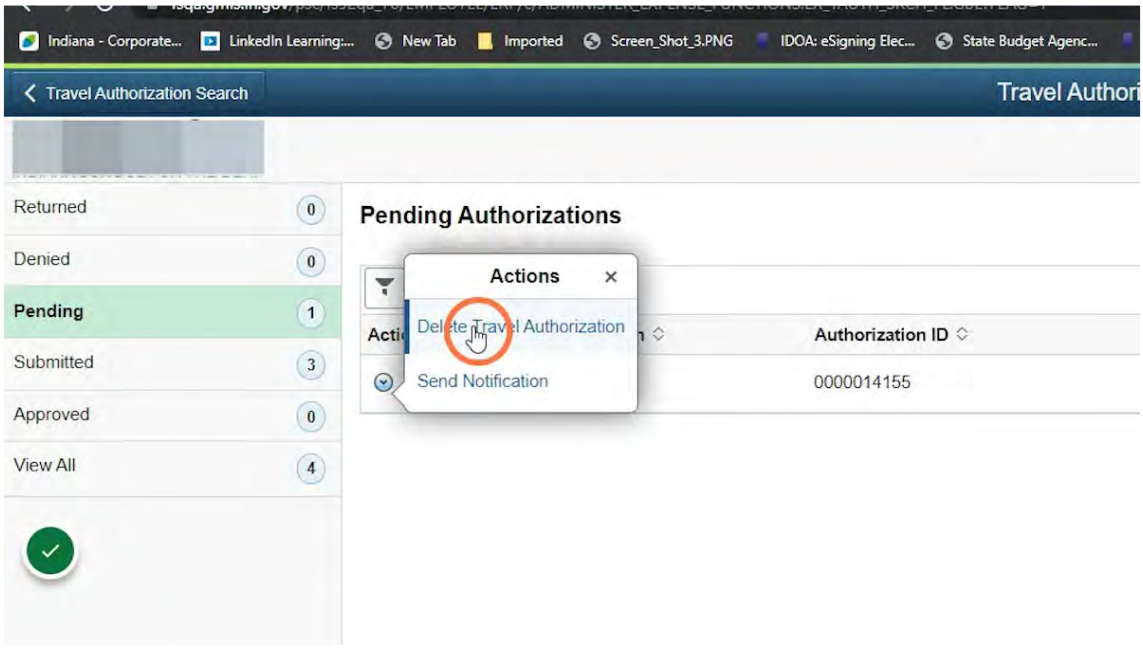
STEP 12

Click the dropdown arrow under Action.



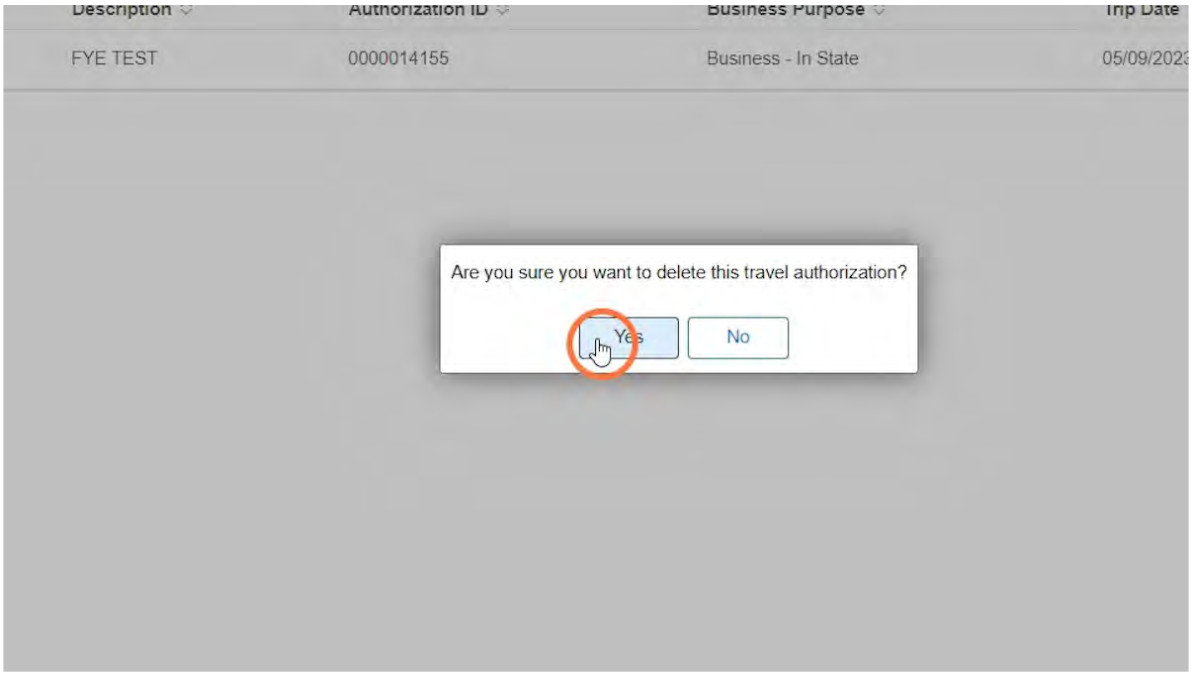
STEP 13

Click Delete Travel Authorization.



STEP 14

Click Yes.



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