

Withdrawing a Travel Authorization Before Approval

Purpose: Use this document as a reference for how to withdraw a **Travel Authorization prior to approval** using Classic and Fluid Navigation in ctcLink.

Audience: All staff

 You must have at least one of these local college managed security roles:

- ZZ PeopleSoft User

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Withdrawing a Travel Authorization Before Approval (Classic Navigation)

Navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > View Travel Authorization

1. The **Travel Authorization** search page displays.
2. Enter **Authorization ID**.
3. Select **Search**.
4. The **Travel Authorization** page displays.
5. Confirm that the **Authorization ID** status = "Submitted for Approval".
6. Select the **Withdraw Travel Authorization** button.
7. Confirm a message displays alerting your that your travel authorization has been withdrawn from approvers' queue.
8. Select **Refresh Approval Status**.
9. **Authorization ID** status changes from "Submitted" to "Pending" and you see a new entry under **Approval History**.
10. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

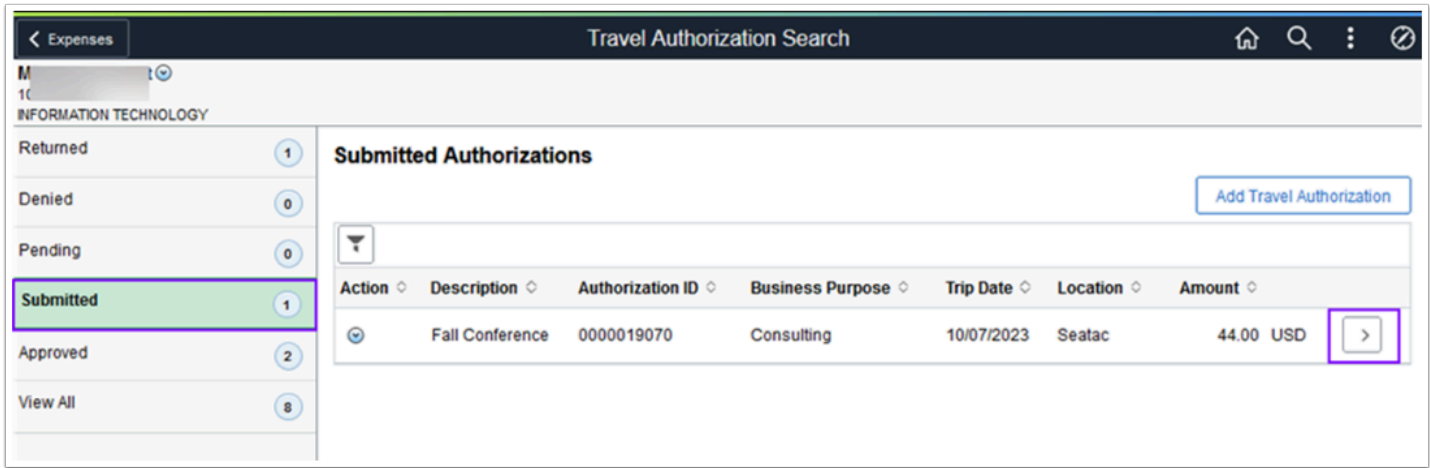
Video Tutorial Via Panopto

View the external link to [Withdrawing a Travel Authorization Before Approval](#). This link will open in a new window.

Withdrawing a Travel Authorization Before Approval (Fluid Navigation)

Navigation: Fluid Menu > Employee Self Service > Expenses > Travel Authorizations > Submitted

- 1. The **Travel Authorization Search** page displays.
- 2. Select the **Submitted** section to open the **Submitted Authorizations** section.
- 3. On the submission line that you would like to withdraw, select the **right arrow icon**.



- 4. The **Travel Authorization** page displays. In the top right corner, select the **Withdraw** button.

< Travel Authorization Search
Travel Authorization

[Home](#)
[Search](#)
[Menu](#)
[Refresh](#)

Report 0000019070 Submitted for Approval
Maureen

Withdraw

<p>Description Fall Conference</p> <p>Business Purpose Consulting</p> <p>Comments UWWC Fall Conference</p> <p>Billing Type Billable</p>	<p>Travel From Tacoma</p> <p>Travel To Seatac</p> <p>Date From 10/07/2023</p> <p>Date To 10/11/2023 Trip Duration 4 Days</p> <p style="text-align: center;">Approvals</p>
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[View Printable Version](#)

Details

2 rows

Accounting Default

Expense Type ▾	Description ▾	Line Status ▾	Amount ▾	Currency ▾	Reimbursement ▾	Accounting	Details	Attachments
Meal in State of WA Breakfast	Day 2	Submitted	19.00	USD	Reimbursable		Details	
Meals no per diem	Overage approved	Submitted	25.00	USD	Reimbursable		Details	

Total Authorized	44.00	USD
Less Non-Approved	0.00	USD
Total Expenses	44.00	USD

5. Process complete.