

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 ctLink.

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 Confirm a message displays alerting your that your travel authorization has been withdrawn from approvers' queue.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.

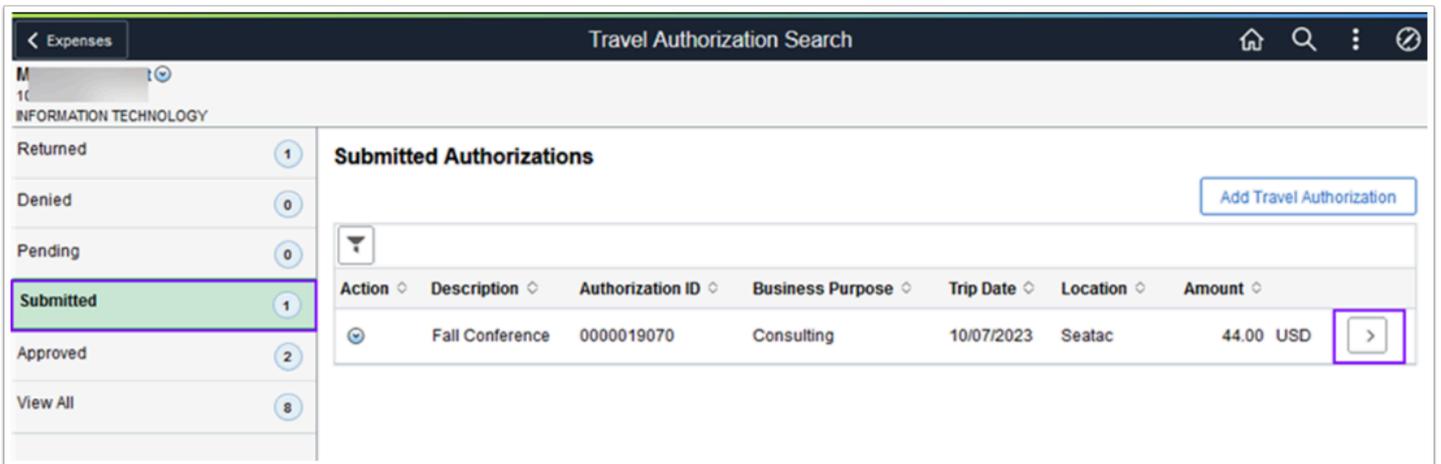
Video Tutorial Via Panopto

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**.



The screenshot shows the 'Travel Authorization Search' interface. On the left, a sidebar lists authorization statuses: Returned (1), Denied (0), Pending (0), Submitted (1), Approved (2), and View All (8). The 'Submitted' status is highlighted with a green box. The main area displays a table of 'Submitted Authorizations' with columns for Action, Description, Authorization ID, Business Purpose, Trip Date, Location, and Amount. A single row is visible with the following data: Action (dropdown arrow), Description (Fall Conference), Authorization ID (0000019070), Business Purpose (Consulting), Trip Date (10/07/2023), Location (Seatac), and Amount (44.00 USD). A right arrow icon is highlighted with a purple box in the Action column of this row. An 'Add Travel Authorization' button is located in the top right corner of the table area.

Action	Description	Authorization ID	Business Purpose	Trip Date	Location	Amount
>	Fall Conference	0000019070	Consulting	10/07/2023	Seatac	44.00 USD

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

Travel Authorization Search Travel Authorization

Report 0000019070 Submitted for Approval
 Maureen Withdraw

Description Fall Conference Travel From Tacoma
 Business Purpose Consulting Travel To Seatac
 Comments UWWC Fall Conference Date From 10/07/2023
 Billing Type Billable Date To 10/11/2023 Trip Duration 4 Days

[Approvals](#)

[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.