

Deleting Travel Authorizations

Purpose: Use this document as a reference for how to delete travel authorizations in ctLink.

Audience: All staff.

 Travel Authorizations must be in a status of **'Pending'** in order to be deleted. If they are not, they will need to be 'Withdrawn' by the submitter or 'Sent Back' by an Approver to be updated to a status 'Pending' so they can be deleted.

Deleting Travel Authorizations

Navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete

1. The **Delete Travel Authorization** search page displays.
2. Enter **Empl ID**.
3. Select **Search**.
4. The **Delete a Travel Authorization** page displays.
5. Select the **Select** checkbox for the authorization(s) you wish to delete.
6. Select **Delete Selected Authorization(s)**.
7. The **Delete Confirmation** page displays.
8. Select the **OK** button.
9. The updated **Delete a Travel Authorization** page displays, minus the authorization(s) you just deleted.
10. Process complete.

Video Tutorial

The video below demonstrates the process actions described in 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 [Deleting Travel Authorizations](#). This link will open in a new tab/window.