

When to Use This Business Process Procedure

Functional Area(s)

MYSCEMPLOYEE ESS, Travel Management

Transaction Code

MYSCEMPLOYEE ESS TRAVEL

Roles

Travel Management roles as assigned by the agency

Purpose

Use this procedure to delete a Travel Request that has been rejected.

Trigger

A Travel Request has been rejected and needs to be deleted,

Prerequisites

- A Travel Request exists for the employee.
- Employee is able to log into the ESS portal.

Tips and Tricks

- None.

Helpful Hints

- None.

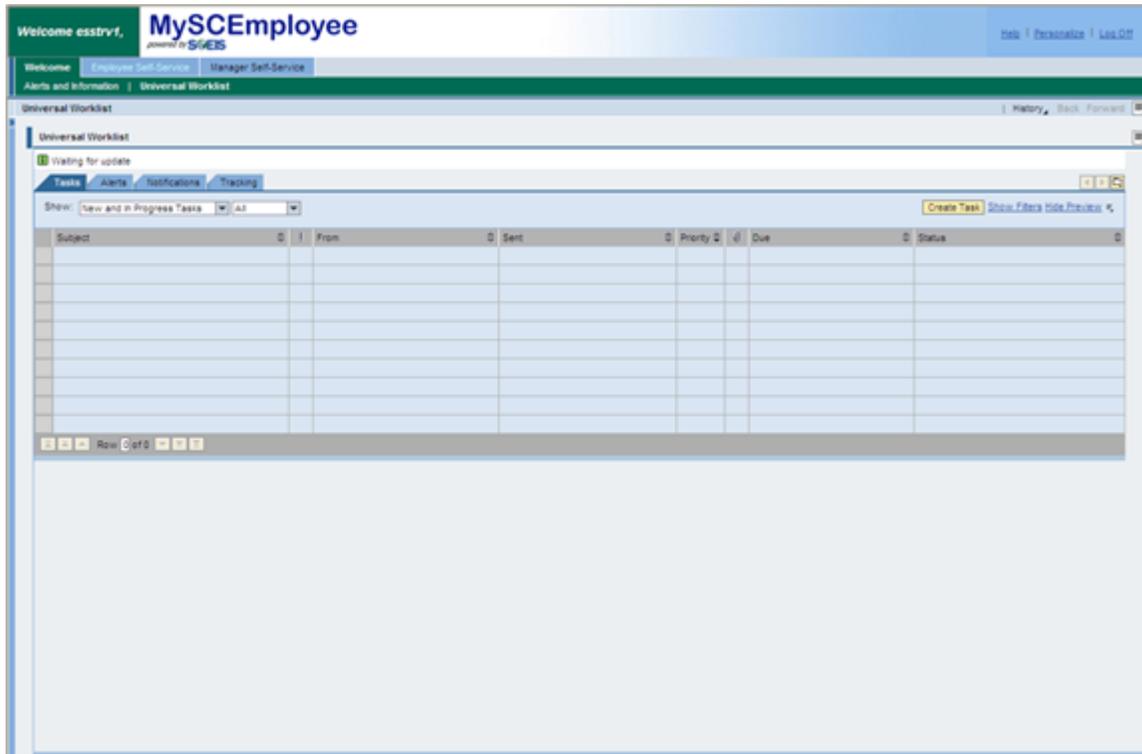
Related Transactions

- None.

Step-by-Step Work Instructions

1. Start the transaction using the menu path or transaction code.

Universal Worklist - SAP NetWeaver Portal

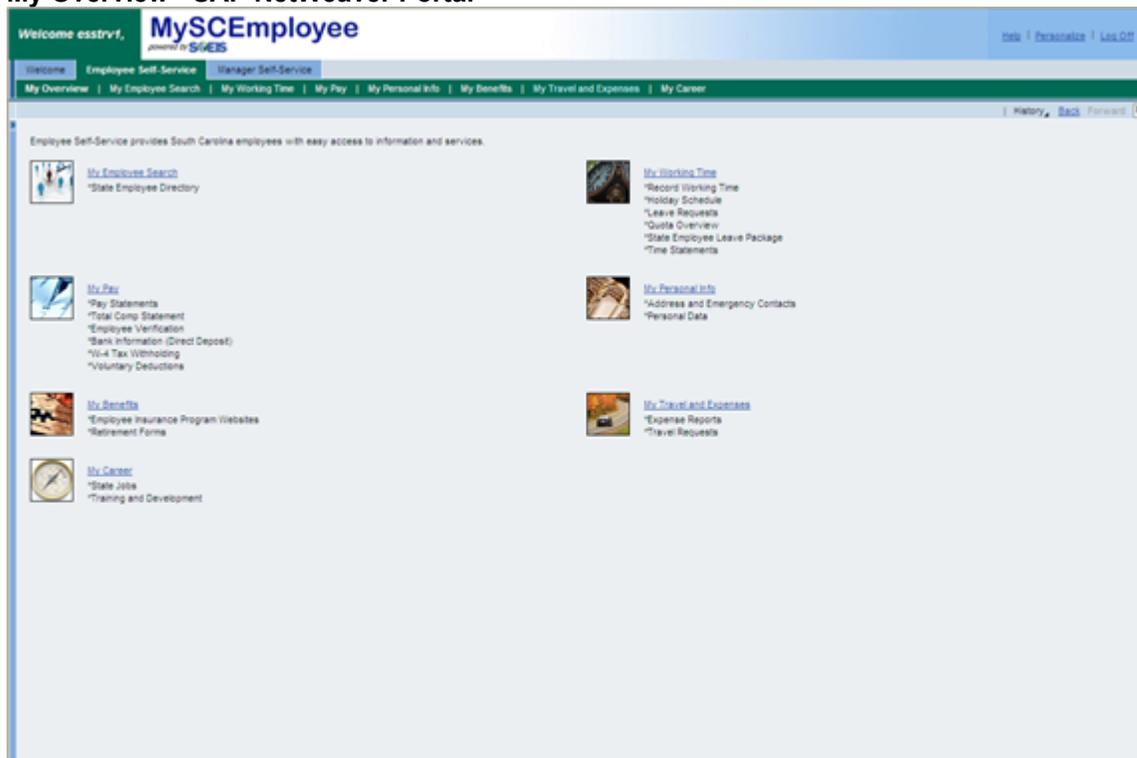


2. Click the **Employee Self-Service** tab .



This function is used to delete a travel request from the travelers list of requests.

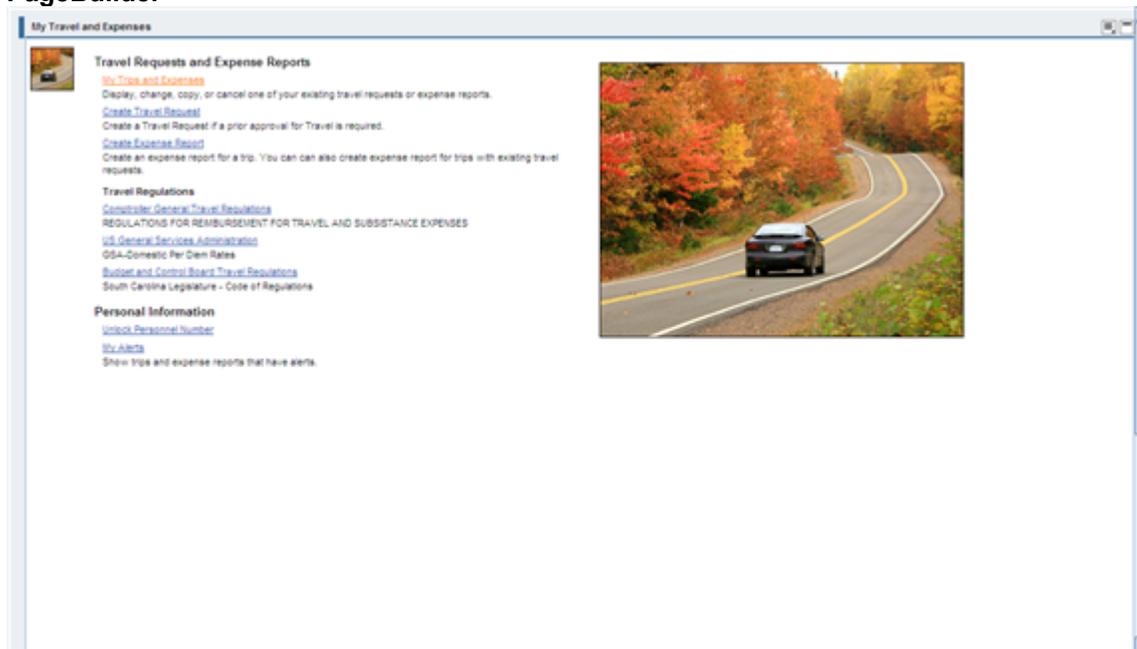
My Overview - SAP NetWeaver Portal



3. Click the **My Travel and Expenses** tab



PageBuilder



4. Click the **My Trips and Expenses** label [My Trips and Expenses](#).

Traveler Work Center

My Trips and Expenses (ALICE WONDERLAND, 00008515)

All My Trips (27) | All My Travel Requests (19) | All My Travel Plans (2) | All My Expense Reports (8) | Pending Exp. Reports (7) | Credit Card Imports (0)

View: Standard View | Create Travel Request | Create Expense Report | Exit | Change Query | Filter Settings

ID	Trip Number	Start Date	End Date	Destination	Reason	Recommended Actions
	20030	07/01/2009	07/01/2009			Change Travel Expense Report
	20010	06/02/2009	06/02/2009	One day Outside SC	One day Outside SC	Travel expenses will be reimbursed
	212	06/17/2009	06/18/2009	Charleston	State Staff Meeting	Change Travel Expense Report
	211	10/05/2009	10/02/2009	Charleston	To attend buyers conference	Change Travel Request
	199	11/02/2009	11/06/2009	Charleston	SAP Training Course	Change Travel Request
	190	10/13/2009	10/15/2009	Charleston	Conference at Charleston	Change Travel Request
	197	06/23/2009	06/25/2009	Charleston	To attend a conference	Change Travel Expense Report
	193	06/09/2009	06/09/2009			Change Travel Expense Report
	185	09/03/2009	09/03/2009	Security test for A/P		Change Travel Expense Report
	154	09/02/2009	09/02/2009		sec	Create Travel Expense Report

Last Refresh 10/02/2009 13:23:42 EST [Refresh](#)

5. Click the **All My Travel Requests** label to view your Travel Requests.
6. Select the **Travel Request** you want to delete by clicking the **Gray Box** next to the correct Trip. For this example, select **Trip Number 199**.
7. Click the **Delete** button [Delete](#). Approved Travel Requests can not be deleted.

Delete Travel Request

Delete Travel Request (184)

Employee ALICE WONDERLAND (00008515) Today's Date 10/02/2009

[Create](#) | [Cancel](#)

Annual budget exceeded by 2,407.13 USD (FM PB Availability Control) for document item 00010 - [Click here](#)

Trip has already taken place. Please delete expense type ESTC from 20090902

You are about to delete a travel request or an expense report. If you continue, the data will be permanently deleted.

General Data

Trip Number: 0000000154

Start: 09/02/2009 Time: 02:00:00 AM
End: 09/02/2009 Time: 02:00:00 PM

Location:
Country: US - South Carolina

Reason for Trip: sec

Summary

Total Travel Expenses 50.00 USD

Estimated Costs 50.00 USD

Cost Assignment

50.00 USD Company Code SC01 (State of South Carolina), Business Area F030 (BUDGET AND CONTROL BOARD), Cost Center F030000010 (B & C BOARD), Funds Center F030000010 (BUDGET & CONTROL BD), Fund 10010000 (10010000), Grant N

[Create](#) | [Cancel](#)

8. Click the **Delete** button .

9. Click the **Exit** button .

Results

You have successfully deleted a Travel Request that has been rejected.

Comments

None.