

How to Cancel or Close TA documents

All Travel Authorization documents that are created and fully approved will remain in “Open for Reimbursement” status until they are either cancelled or closed. Any remaining encumbrances on open TA documents will also remain on the account until the TA is either cancelled or closed.

If the Final Reimbursement button on the TR document is not checked the TA document will need to be closed manually, this will also liquidate any remaining encumbrances on the account(s).

Close TA Document – TA documents that have had a processed or disapproved TR for that T number will need to be closed.

Cancel TA document – Documents that have not had a TR processed for that T number (no cost trip for example) will need to be cancelled.

To close or cancel TA documents you will need to open the TA document. Once the TA document is open you will see either a “close TA” button or “cancel TA” button on the bottom of the document.



If the close or cancel TA button is not visible there may be a related document in enroute status. All related documents must be final for the close TA or cancel TA button to be present.

Once a TA is closed Quali will generate a TAC (Travel Authorization Close) document which can be located on the “View related documents tab”. If any future reimbursement needs to be made the TAC document will now show the “new reimbursement” button.

Clicking on the underlined document type will open a link with the document number listed.

