**E-Reimbursement – Traveler – Travel Authorization**

**Does Non-Preferred merchant come into an Expense Report when copying from a travel authorization?**

Yes.

**Does Justification/Notes come into an Expense Report when copying from a travel authorization?**

No.

**Is there a Withdraw Feature for Travel Authorizations?**

No.

**Can a Travel Authorization be unassociated from an Expense Report?**

Yes. After you have associated a Travel Authorization with an Expense Report you can go back into the Travel Authorization link where you selected the Travel Authorization and choose Detach if you don’t want the Travel Authorization associated with that Expense Report.

**Do attachments come over when copying a Travel Authorization into an Expense Report?**

No.

**I created an Expense Report from a Travel Authorization by mistake, how do change it?**

Deleting the Expense Report will release the Travel Authorization so that it can either be used to create a new Expense Report, or it can be associated with an existing or un-submitted Expense Report.