

How to Detach and Reattach an ER from/to a TA

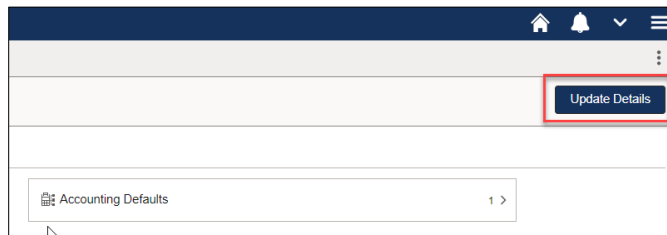
An Expense/Post Travel Compliance Report (ER) can be detached from or reattached to an existing Travel Authorization (TA). The ER must be in Pending status. If submitted, the ER must be withdrawn or sent back.

How to Detach an ER from a TA

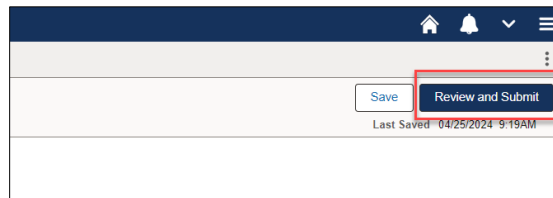
1. Access the Expense/Post Travel Compliance Report (ER) via the following **Employee Self Service** tile navigation in **PantherSoft Financials: T&E Compliance Center > Expenses > My Expense Reports**
2. ERs eligible for their TAs to be detached from them will be listed under the **Returned** and **Not Submitted** tabs. Click the **arrow (>)** icon to access the ER.



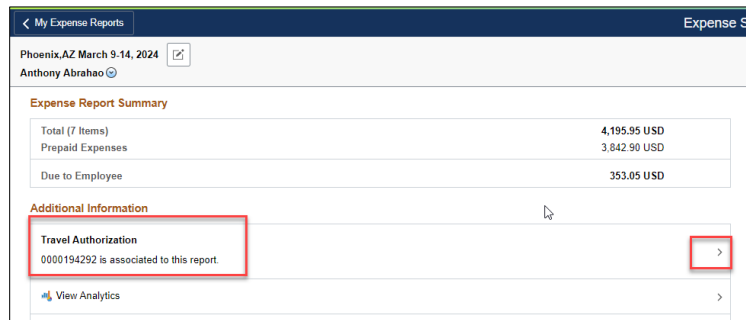
3. Click the **Update Details** button.



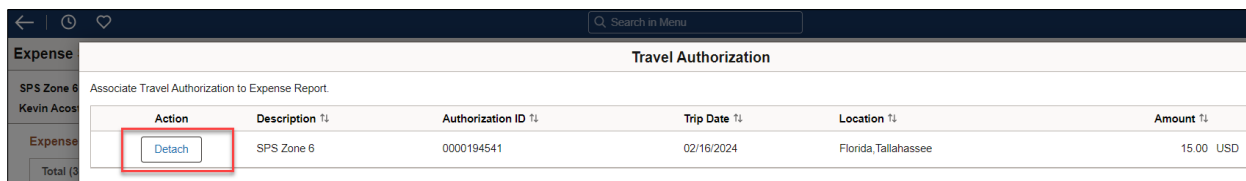
4. Click the **Review and Submit** button.



5. The TA associated to the ER will be shown under the **Additional Information** section. Click the **arrow (>)** icon to access the TA details.



6. Click the **Detach** button to remove the TA from the ER.



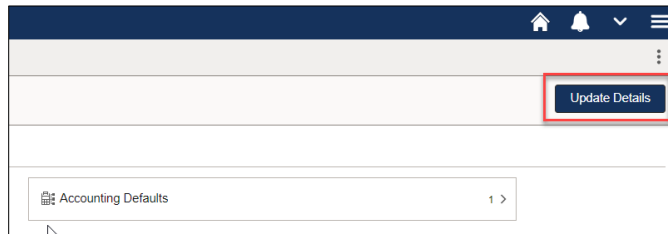
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How to Reattach an ER to a TA

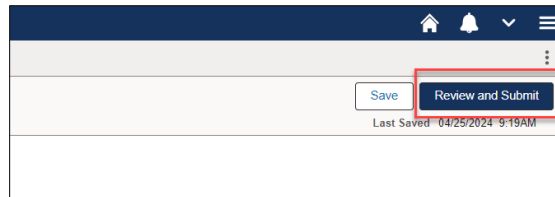
1. Access the Expense/Post Travel Compliance Report (ER) via the following **Employee Self Service** tile navigation in [PantherSoft Financials: T&E Compliance Center > Expenses > My Expense Reports](#)
2. ERs eligible for TAs to be reattached to them will be listed under the **Returned** and **Not Submitted** tabs. Click the **arrow (>)** icon to access the ER.



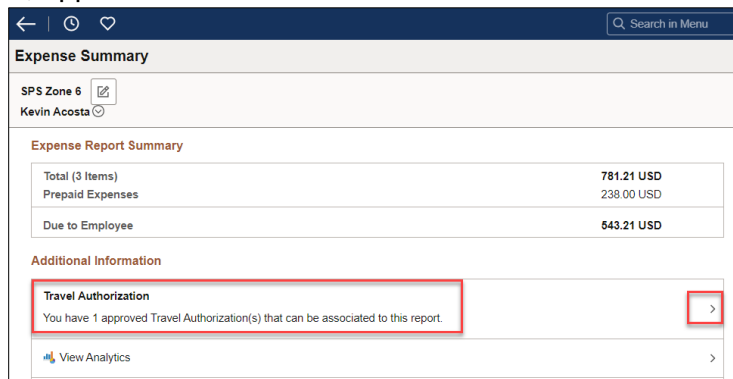
3. Click the **Update Details** button.



4. Click the **Review and Submit** button.



5. Click the **arrow (>)** icon within the **Travel Authorization** section under the **Additional Information** header to access eligible, approved TAs that can be reattached to the ER.



6. Click the **Associate** button to attach the TA to the ER.

