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 If submitted, the ER must be withdrawn or sent back.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.
How to Detach and Reattach an ER from/to a TA

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.

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