

### **Exercise #5b: Cancelling a Travel Authorization without a Fee**

Objectives:

- Amend a Travel Authorization
- Cancel a Travel Authorization without a fee

Notes:

*Amendments to TAs happen if the status of the document is DATALNK.*

*It is important to verify whether tickets were issued prior to cancelling the authorization.*

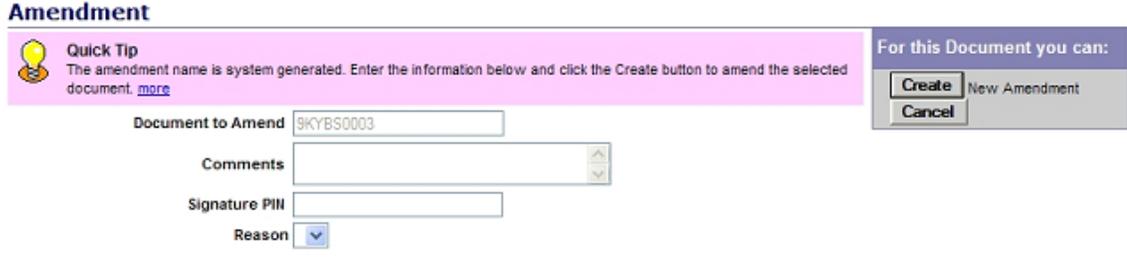
*Use Exercise #5a*

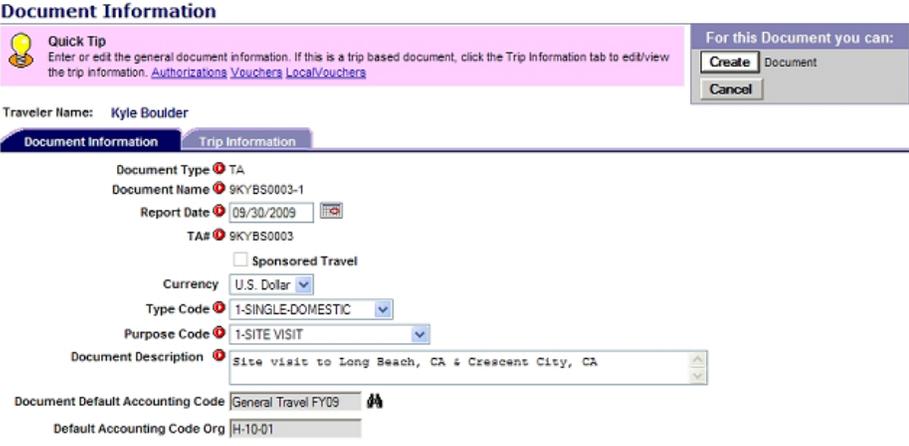
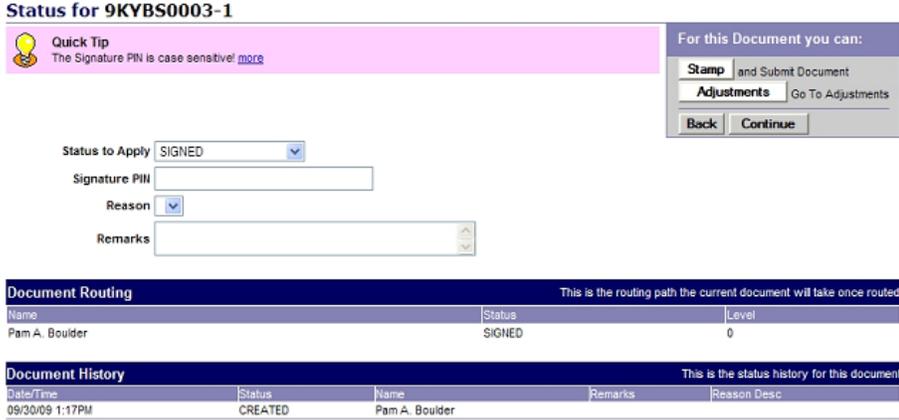
Instructions: Execute the following steps:

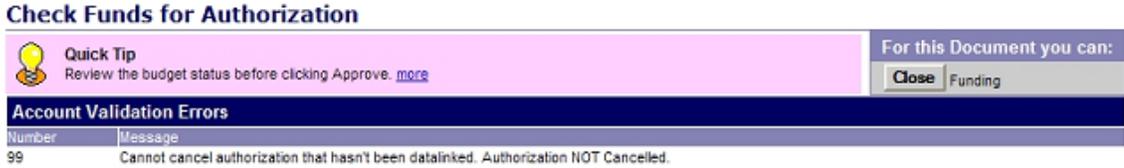
Your site visit to California has been cancelled. The document has already gone through the electronic routing and was approved/datalinked. You verify that tickets have not been issued.

You use the rules in the following table for cancelling your TA:

<b>Status of DATA LINK?</b>	<b>Trip Ticketed?</b>	<b>Action</b>
NO	YES	<b>ADJUST</b> the travel authorization (TA) to reduce the document down to the Airfare Cost & Transaction Fee. Then electronically sign and approve the TA.
YES	YES	Create an <b>AMENDMENT</b> to reduce the TA down to the Airfare Cost & Transaction Fee. Then electronically sign and approve the amendment.
NO	NO	Delete the original authorization from ITM, or if your office wants to keep a record of all TAs regardless of whether the trip was taken or not, then electronically sign and approve the TA. Once the TA has been stamped "DATA LINK", create an amendment to cancel the TA.
YES	NO	Create an <b>AMENDMENT</b> to cancel the authorization

Step	Action
1	<p>From the <i>Home</i> screen:</p> <ul style="list-style-type: none"> <li>➤ Click <b>Amend Document</b> from the <i>Document Toolbar</i></li> </ul>
2	<p>The <i>Traveler Listing/Document Search (Amendment)</i> screen will appear.</p> <p>Travelers will only see their information and this screen will only show those documents that have the status of DATALINKED.</p> <p>Group Administrator will see only those travelers in their group whom have DATALINKED documents. The Group Administrator will need to click the travelers name in order to see their documents.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Amend</b>  icon of the document you wish to amend</li> </ul> <p><i>Notes: For Training Purposes the status will say COMPLETED, not DATALINKED.</i></p>
3	<p>The <i>Amendment</i> screen appears.</p> <div data-bbox="289 1003 1416 1260">  </div> <ul style="list-style-type: none"> <li>➤ Enter <i>Trip was cancelled – Need to cancel TA [TA#]</i> in the <b>Comments</b> field</li> <li>➤ Enter <i>Signature PIN</i></li> <li>➤ Click <b>Create</b> (<i>New Amendment</i>) button</li> </ul>

Step	Action
4	<p>The <i>Document Information</i> screen appears.</p>  <p>➤ Click <b>Create</b> (<i>Document</i>) button</p>
<p><i>Note: The system automatically appends the original document number with a dash number (i.e. -1, -2, -3, etc.)</i></p>	
5	<p>Click on <b>Document Status</b> in the <i>Document Toolbar</i> to open the <i>Status</i> screen.</p>  <p>➤ Select <b>CANCELLED</b> from the <b>Status to Apply</b> drop-down list</p> <p>➤ Enter <b>Signature PIN</b></p> <p>➤ Enter <b>Remarks</b></p> <p>➤ Click <b>Stamp</b> (<i>and Submit Document</i>) button</p>
<p><i>Note: The Production system will then do a funds availability check. This is the process where ITM 9.0 goes to CFS to de-obligate the funds.</i></p>	

Step	Action
6	<p>If everything passes the funds check, the system will return to the <b>Home</b> screen. The person associated to the document will receive an email message letting them know the TA was cancelled.</p> <p><i>Note: The person cancelling the authorization needs to wait for Travel Manager to connect with CFS and come back to the Home screen prior to closing out Travel Manager or Internet Explorer. Failure to do so could cause issues.</i></p>
6a	<p>For TRAINING PURPOSES our Training ITM does not talk to CFS and thus our TAs are not DATALINKED. You will see the following screen upon stamping the TA CANCELLED:</p>  <p>➤ Click <b>Close</b> (<i>Funding</i>) button</p> <p>The <b>Home</b> screen will appear.</p>