

### ***Exercise #7b: Cancellation of TA with Fee***

**Objectives:**

- Cancelling a travel authorization that has a fee associated to it

**Notes:**

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

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

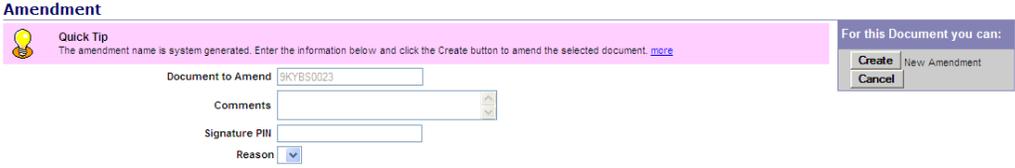
*Use Exercise #7a*

**Instructions:** Execute the following steps:

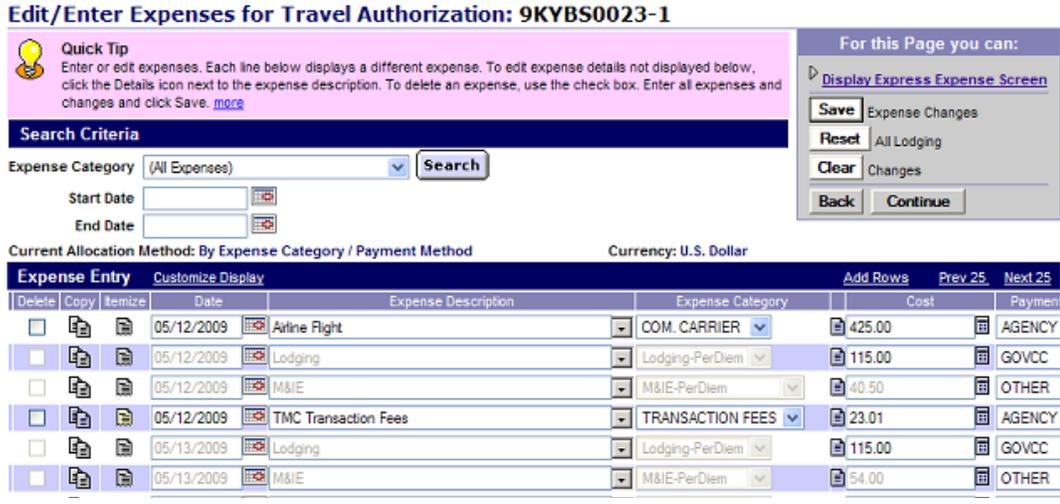
Due to some unforeseen circumstances you had to cancel your trip to the conference. The document has already gone through the electronic routing and was approved/datalinked. You verify that tickets were issued.

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>  <ul style="list-style-type: none"> <li>➤ Enter <i>Family Emergency – Need to cancel TA [TA#] with fee</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>   |
| 4    | <p>The <i>Document Information</i> screen appears.</p> <ul style="list-style-type: none"> <li>➤ Click <b>Create</b> (<i>Document</i>) button</li> </ul> <p><i>Note: The system automatically appends the original document number with a dash number (i.e. -1, -2, -3, etc.)</i></p>  |
| 5a   | <ul style="list-style-type: none"> <li>➤ Change the type code to <b>1-OVERRIDE-DOMESTIC</b></li> <li>➤ Click <b>OK</b></li> <li>➤ Click on the <i>Trip Information</i> tab</li> </ul>   |



| Step             | Action   |                  |                       |              |                       |        |             |             |         |                     |        |                  |             |         |                     |       |                  |         |  |  |
|------------------|--|------------------|-----------------------|--------------|-----------------------|--------|-------------|-------------|---------|---------------------|--------|------------------|-------------|---------|---------------------|-------|------------------|---------|--|--|
| 7a               | <p>➤ Delete all expenses except the Airfare and TMC Transaction Fee</p> <p>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p>  <p><b>Note:</b> The lodging and M&amp;IE appear to still be there, but by overriding the costs, when you look at the totals they will be zero.</p>  |                  |                       |              |                       |        |             |             |         |                     |        |                  |             |         |                     |       |                  |         |  |  |
| 8                | <p>Click on <b>Accounting</b> in the <i>Document Toolbar</i></p> <p>Validate the appropriate accounting has been added to the document. If there is not one associated, please add it.</p>   |                  |                       |              |                       |        |             |             |         |                     |        |                  |             |         |                     |       |                  |         |  |  |
| 9                | <p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p>  <p><b>Expense Category Details</b></p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>COM. CARRER</td> <td>AGENCY CARD</td> <td>H-10-01</td> <td>General Travel FY09</td> <td>425.00</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td>H-10-01</td> <td>General Travel FY09</td> <td>23.01</td> </tr> </tbody> </table> <p><b>Expense Category Advance Details</b></p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Advance</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> | Expense Category | Payment Method        | Organization | Accounting Code Label | Amount | COM. CARRER | AGENCY CARD | H-10-01 | General Travel FY09 | 425.00 | TRANSACTION FEES | AGENCY CARD | H-10-01 | General Travel FY09 | 23.01 | Expense Category | Advance |  |  |
| Expense Category | Payment Method   | Organization     | Accounting Code Label | Amount       |                       |        |             |             |         |                     |        |                  |             |         |                     |       |                  |         |  |  |
| COM. CARRER      | AGENCY CARD  | H-10-01          | General Travel FY09   | 425.00       |                       |        |             |             |         |                     |        |                  |             |         |                     |       |                  |         |  |  |
| TRANSACTION FEES | AGENCY CARD  | H-10-01          | General Travel FY09   | 23.01        |                       |        |             |             |         |                     |        |                  |             |         |                     |       |                  |         |  |  |
| Expense Category | Advance  |                  |                       |              |                       |        |             |             |         |                     |        |                  |             |         |                     |       |                  |         |  |  |
|                  |  |                  |                       |              |                       |        |             |             |         |                     |        |                  |             |         |                     |       |                  |         |  |  |
| 10               | <p>Click on <b>Preview Document</b> in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p>   |                  |                       |              |                       |        |             |             |         |                     |        |                  |             |         |                     |       |                  |         |  |  |

| Step | Action  |
|------|---|
| 11   | Click on <b>Perform Pre-Audits</b> in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen. Validate there are no errors. If there are errors, fix the errors and then re-run the Pre-Audit Validation again.   |
| 12   | <p>➤ Stamp the document SIGNED</p> <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <p>➤ Verify the document status is PASS</p> <p>➤ Click the <b>Continue</b> (<i>Stamping the Document</i>) button</p> <p>The document will then be routed to the first level of the electronic approval process and you will be taken back to the <i>Home</i> screen where a message toward the bottom stating and email has been sent to “email address”.</p> |