

Exercise #5b: Cancelling a Travel Authorization – Tickets NOT Issued**Objectives:**

- Amend a Travel Authorization
- Cancel a Travel Authorization that were never ticketed

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

Dispatch #2 – Amendments, Adjustments and Cancellations can be found at: <http://www.corporateservices.noaa.gov/cbs/travel.htm>

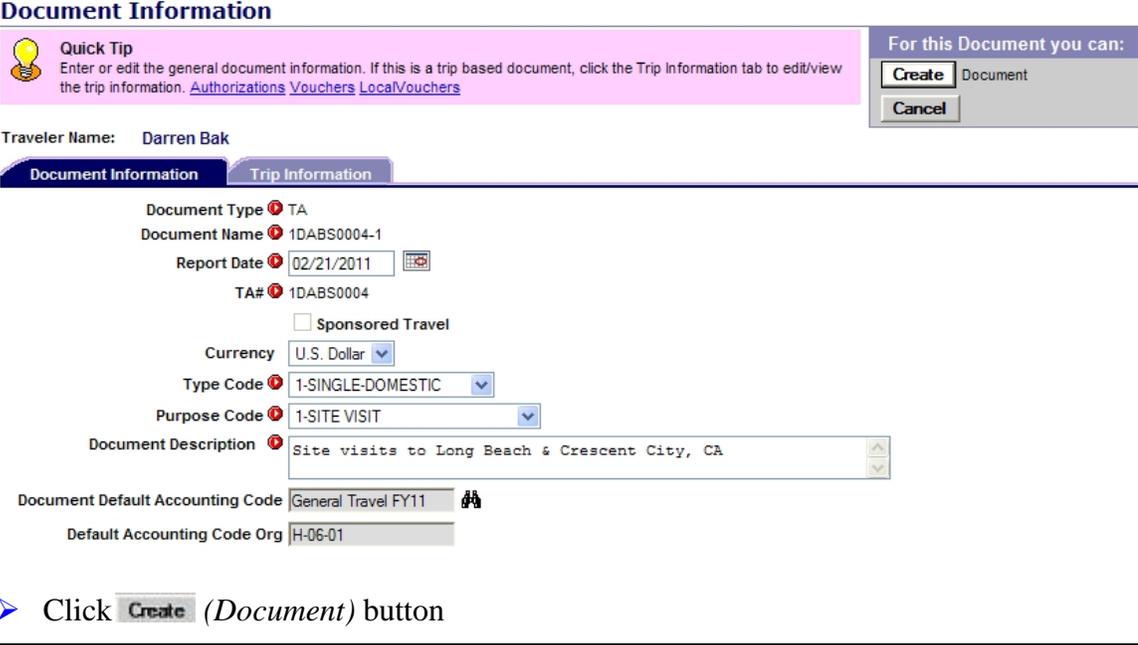
Instructions: Execute the following steps:

Your site visit to California has been cancelled. The document has already gone through the electronic routing and was APPROVED/DATALINKED. You do verify that tickets were not issued.

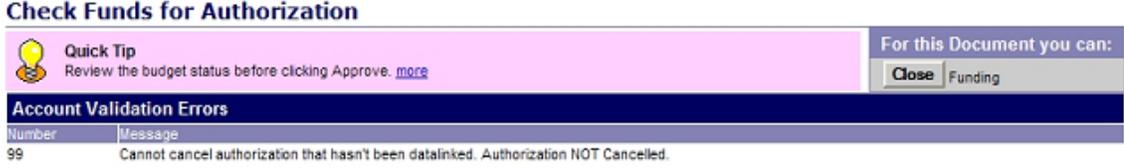
You use the rules in the following table for cancelling your TA:

Status of DATA LINK?	Trip Ticketed?	Action
NO	YES	ADJUST 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 AMENDMENT to reduce the TA down to the Airfare Cost & Transaction Fee. Then electronically sign and approve the amendment. This is done using the OVERRIDE purpose (to override Lodging /M&IE costs) and then deleting the other expenses off the Expense screen.
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 stamp the authorization cancelled.
YES	NO	Create an AMENDMENT to stamp the authorization cancelled.

Step	Action																								
1	<p>From the <i>Home</i> screen:</p> <ul style="list-style-type: none"> ➤ Click Amend Document from the <i>Document Toolbar</i> 																								
2	<p>The <i>Traveler Listing/Document Search (Amendment)</i> screen will appear.</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="289 604 769 953" style="width: 48%;"> <p>Traveler Listing (Amendment)</p> <p> Quick Tip Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents. Open/CopyDoc DeleteDoc AmendDoc</p> <p>Enter Search Criteria</p> <p>Name (Last,First) <input type="text"/> <input type="button" value="Search"/></p> <p>Document Type <input type="text" value="ALL"/> <input type="button" value="v"/></p> <p>Traveler List Click on an entry to select it</p> <p>Search Results Prev 40 Next 40</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Name</th> <th style="width: 20%;">VNum</th> </tr> </thead> <tbody> <tr> <td>Bak, Darren P</td> <td>1001-00004</td> </tr> </tbody> </table> </div> <div data-bbox="824 604 1419 806" style="width: 48%;"> <p>Document Search (Amendment)</p> <p>Document List Click on an entry to select it</p> <p>Traveler: Darren Bak</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Type</th> <th style="width: 40%;">Document Name</th> <th style="width: 15%;">Dep Date</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">In Use</th> </tr> </thead> <tbody> <tr> <td></td> <td>1DABS0050</td> <td>06/21/11</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td></td> <td>1DABS0004</td> <td>03/07/11</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td></td> <td>1DABS0050</td> <td>06/21/11</td> <td>COMPLETED</td> <td></td> </tr> </tbody> </table> </div> </div> <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"> ➤ Click the Amend icon of the document you wish to amend <p style="background-color: yellow; padding: 5px;">Notes: For Training Purposes the status will say <i>COMPLETED</i>, not <i>DATALINKED</i>.</p>	Name	VNum	Bak, Darren P	1001-00004	Type	Document Name	Dep Date	Status	In Use		1DABS0050	06/21/11	COMPLETED			1DABS0004	03/07/11	COMPLETED			1DABS0050	06/21/11	COMPLETED	
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3	<p>The <i>Amendment</i> screen appears.</p> <div data-bbox="289 1457 1419 1717" style="border: 1px solid black; padding: 10px;"> <p>Amendment</p> <p> Quick Tip The amendment name is system generated. Enter the information below and click the Create button to amend the selected document. more</p> <div style="float: right; border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <p>For this Document you can:</p> <p><input type="button" value="Create"/> New Amendment</p> <p><input type="button" value="Cancel"/></p> </div> <p>Document to Amend <input type="text" value="1DABS0004"/></p> <p>Comments <input type="text"/></p> <p>Signature PIN <input type="text"/></p> <p>Reason <input type="button" value="v"/></p> </div> <ul style="list-style-type: none"> ➤ Enter <i>Trip was cancelled</i> in the Comments field ➤ Enter <i>Signature PIN</i> ➤ Click Create (<i>New Amendment</i>) button 																								

Step	Action
4	<p>The <i>Document Information</i> screen appears.</p>  <p>➤ Click Create (<i>Document</i>) button</p> <p>Note: The system automatically appends the original document name with a dash number (i.e. - 1.)</p>

Step	Action																
5	<p>Click on Document Status in the <i>Document Toolbar</i> to open the <i>Status</i> screen.</p> <p>Status for 1DABS0004-1</p> <p> Quick Tip The Signature PIN is case sensitive! more</p> <p>For this Document you can: <input type="button" value="Stamp"/> and Submit Document <input type="button" value="Adjustments"/> Go To Adjustments <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Status to Apply: <input type="text" value="SIGNED"/></p> <p>Signature PIN: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> <p>Document Routing This is the routing path the current document will take once routed</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Erin R. Gaithersburg</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> <p>Document History This is the status history for this document</p> <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Status</th> <th>Name</th> <th>Remarks</th> <th>Reason Desc</th> </tr> </thead> <tbody> <tr> <td>10/14/11 7:36AM</td> <td>CREATED</td> <td>Erin R. Gaithersburg</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Select CANCELLED from the Status to Apply drop-down list ➤ Enter Signature PIN ➤ Enter Remarks ➤ Click <input type="button" value="Stamp"/> (<i>and Submit Document</i>) button <p>Note: Only Federal Employees have the capability to cancel TAs.</p>	Name	Status	Level	Erin R. Gaithersburg	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	10/14/11 7:36AM	CREATED	Erin R. Gaithersburg		
Name	Status	Level															
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Date/Time	Status	Name	Remarks	Reason Desc													
10/14/11 7:36AM	CREATED	Erin R. Gaithersburg															
6	<p>The <i>Signature for</i> screen appears with a statement:</p> <p>WARNING: You should not cancel an authorization if you will be submitting a claim for reimbursement of cancellation charges or any other claim in conjunction with this authorization. REMINDER: You must return all tickets and advances issued in conjunction with this authorization.</p> <p>If reservations were ticketed, the authorization should not be CANCELLED. Instead, the authorization should be amended to reduce the traveler expenses to \$0, leaving the original costs and associated accounting for the Common Carrier and TMC Transaction fees on the authorization. The amended authorization will be required to receive electronic approval and the refund process for the Common Carrier charges will occur outside of ITM, if applicable. As a result, the traveler expenses will be de-obligated and returned to the Line Office budget and the Common Carrier charges will remain funded allowing the invoiced charges to be properly administered through the automated billing process.</p> <p>Press Accept to proceed with cancellation and to de-obligate any remaining balances on the Undelivered Order (UDO), or Cancel to abort.</p> <p>Click <input type="button" value="Accept"/> (<i>Signature Text</i>)</p> <p>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.</p>																
7	<p>If everything passes the funds check, the system will return to the <i>Home</i> screen. The person associated to the document will receive an email message letting them know the TA was cancelled.</p>																

Step	Action
	<p>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.</p>
7a	<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 Close (<i>Funding</i>) button</p> <p>The Home screen will appear.</p>