

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.

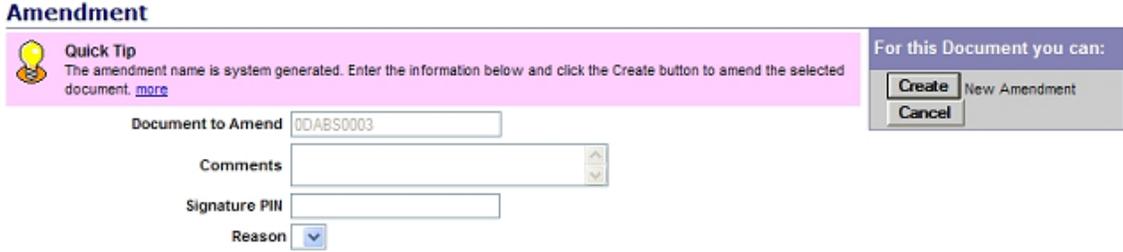
Use Exercise #5a

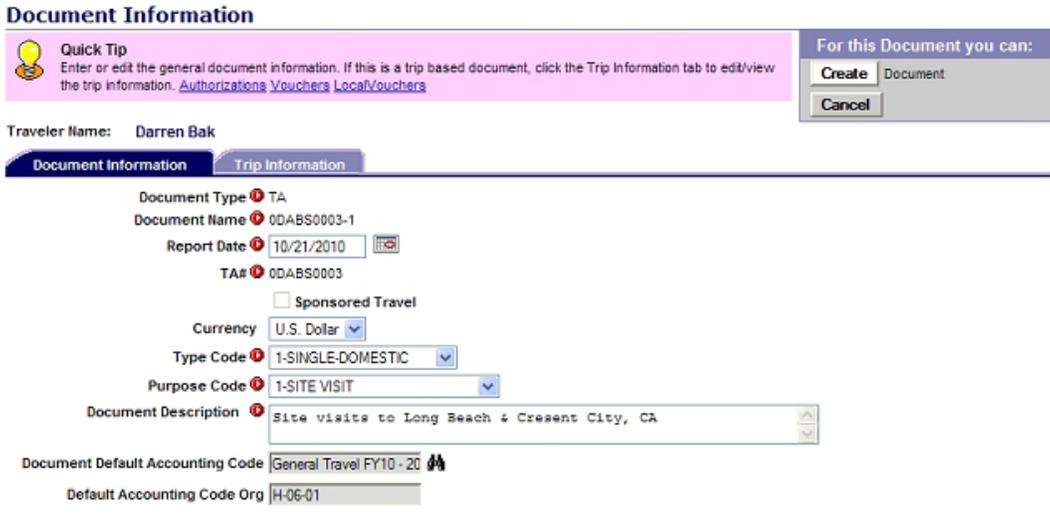
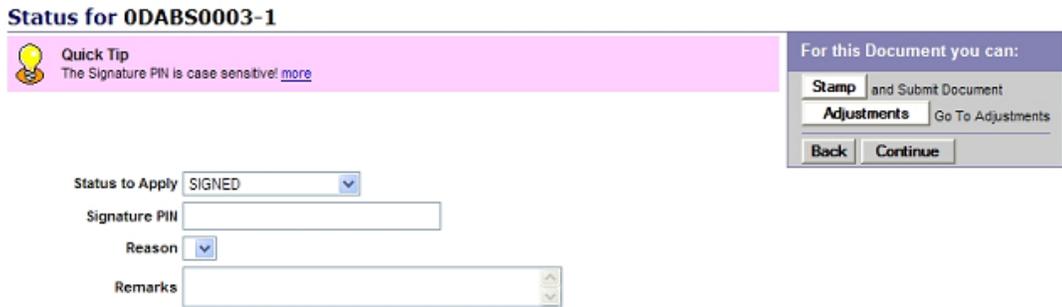
Instructions: Execute the following steps:

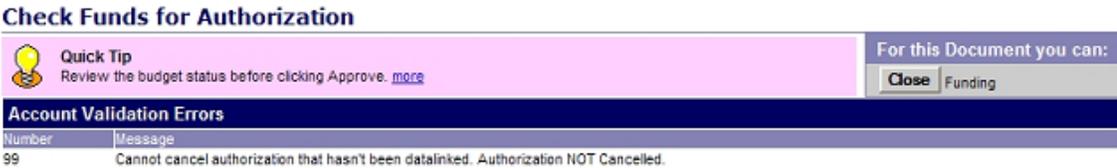
Your site visit to California has been cancelled. The document has already gone through the electronic routing and was APPROVED/DATALINKED. You do verify that tickets were not issued.

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> <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><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"> ➤ Enter <i>Trip was cancelled – Need to cancel TA [TA#]</i> in the Comments field ➤ Enter <i>Signature PIN</i> ➤ Click Create (<i>New Amendment</i>) button

Step	Action
<p>4</p>	<p>The Document Information 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>
<p>5</p>	<p>Click on Document Status in the Document Toolbar to open the Status screen.</p>  <p>➤ Select CANCELLED from the Status to Apply drop-down list</p> <p>➤ Enter Signature PIN</p> <p>➤ Enter Remarks</p> <p>➤ Click Stamp (<i>and Submit Document</i>) button</p>

Step	Action
6	<p>The <i>Signature for</i> screen appears with a statement:</p> <p>Signature for 0DABS0003-1</p>  <p>Click Accept (<i>Signature Text</i>)</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>
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> <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>
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 <i>Home</i> screen will appear.</p>