

**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. You can check with Travel Management Center to verify.*

*Use Exercise #5a*

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

**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 from the Travel Management Center that tickets were not issued.

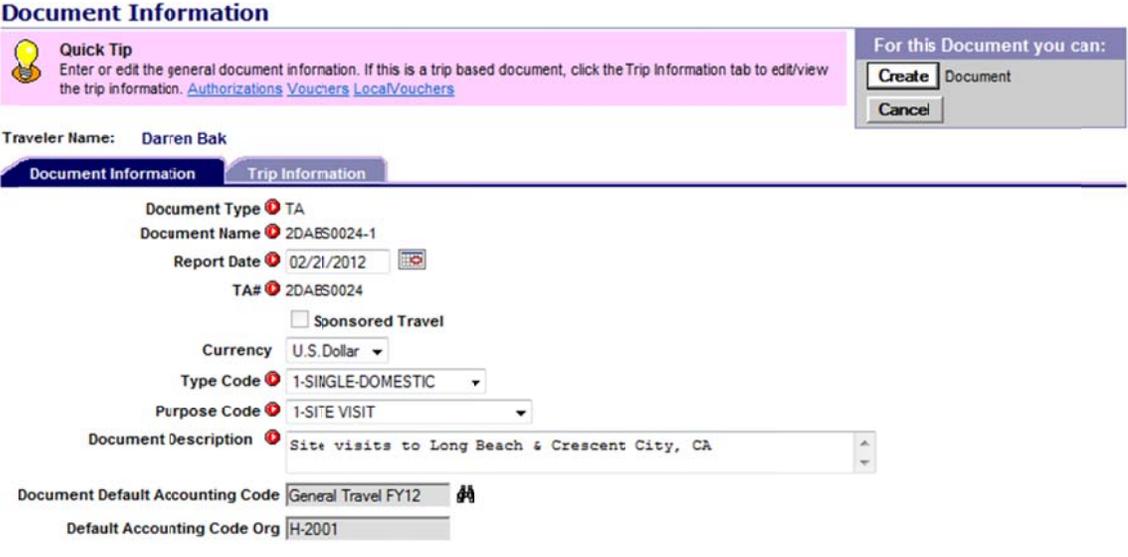
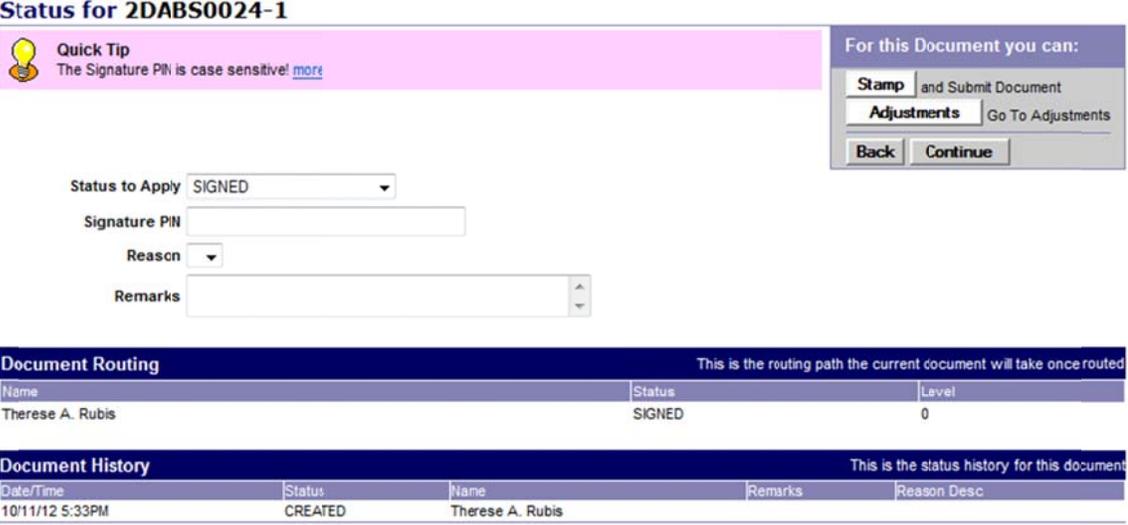
You use the rules in the following table for cancelling your TA:

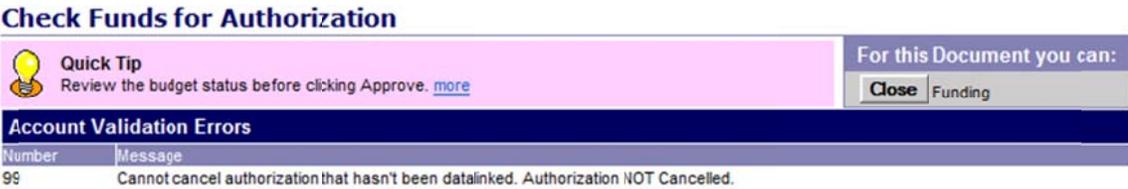
<b>Is the Travel Authorization DATALINKED?</b>	<b>Were reservations ticketed <u>or</u> Transaction Fee incurred?</b>	<b>Action</b>
No	<ul style="list-style-type: none"> <li>• Reservations were ticketed</li> <li>• TMC fee incurred</li> <li>• Traveler reimbursable expenses were <u>not</u> incurred</li> </ul>	<b>Adjust</b> the authorization to reduce the document down to the Common Carrier Costs and Transaction Fee.
No	<ul style="list-style-type: none"> <li>• Reservations were <u>not</u> ticketed</li> <li>• No TMC Fee incurred</li> <li>• Traveler incurred a Late Cancellation fee with the Lodging facility</li> </ul>	<b>Adjust</b> the authorization to reduce the document down to the Late Cancellation fee.
No	<ul style="list-style-type: none"> <li>• Reservations were <u>not</u> ticketed</li> <li>• No TMC fee incurred</li> <li>• Traveler reimbursable expenses were <u>not</u> incurred</li> </ul>	<b>Delete</b> the authorization as \$0 documents are not processed through the interface.

Is the Travel Authorization DATALINKED?	Were reservations ticketed <u>or</u> Transaction Fee incurred?	Action
Yes	<ul style="list-style-type: none"> <li>• Reservations were ticketed</li> <li>• TMC fee incurred</li> <li>• Traveler reimbursable expenses were <u>not</u> incurred</li> </ul>	<p><b>Amend</b> the authorization to reduce the document down to the Common Carrier Costs and Transaction Fee.</p>
Yes	<ul style="list-style-type: none"> <li>• Reservations were <u>not</u> ticketed</li> <li>• No TMC Fee incurred</li> <li>• Traveler incurred a Late Cancellation fee with the Lodging facility</li> </ul>	<p><b>Amend</b> the authorization to reduce the document down to the Late Cancellation fee.</p>
Yes	<ul style="list-style-type: none"> <li>• Reservations were <u>not</u> ticketed</li> <li>• No TMC Fee incurred</li> <li>• Traveler reimbursable expenses were <u>not</u> incurred</li> </ul>	<p><b>Amend</b> the authorization, <u>do not make any changes to the expenses that default onto the amended authorization</u>, stamp the Amendment Cancelled. This will result in all funding being de-obligated from both the Traveler PO and CBA Obligation, if applicable.</p>

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>

Step	Action																								
<p>2</p>	<p>The <i>Traveler Listing/Document Search (Amendment)</i> screen will appear.</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="282 346 760 693" style="width: 48%;"> <p><b>Traveler Listing (Amendment)</b></p> <p> <b>Quick Tip</b> Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents. <a href="#">Open/CopyDoc</a> <a href="#">DeleteDoc</a> <a href="#">AmendDoc</a></p> <p><b>Enter Search Criteria</b></p> <p>Name (Last,First) <input type="text"/> <input type="button" value="Search"/></p> <p>Document Type ALL <input type="button" value="v"/></p> <p><b>Traveler List</b> <span style="float: right;">Click on an entry to select it</span></p> <p>Search Results <a href="#">Prev 40</a> <a href="#">Next 40</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name</th> <th style="width: 40%;">VNum</th> </tr> </thead> <tbody> <tr> <td><a href="#">Bak, Darren J</a></td> <td>0006-00010</td> </tr> </tbody> </table> </div> <div data-bbox="812 346 1412 546" style="width: 48%;"> <p><b>Document Search (Amendment)</b></p> <p><b>Document List</b> <span style="float: right;">Click on an entry to select it</span></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: 35%;">Document Name</th> <th style="width: 15%;">Dep Date</th> <th style="width: 15%;">Status</th> <th style="width: 30%;">In Use</th> </tr> </thead> <tbody> <tr> <td></td> <td>2DABS0021</td> <td>06/25/12</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td></td> <td>2DABS0024</td> <td>03/07/12</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td></td> <td>2DABS0021</td> <td>06/25/12</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> <p>➤ Click the <b>Amend</b>  icon of the document you wish to amend</p> <p style="background-color: yellow; padding: 5px;"><i>Notes: For Training Purposes the status will say COMPLETED, not DATALINKED.</i></p>	Name	VNum	<a href="#">Bak, Darren J</a>	0006-00010	Type	Document Name	Dep Date	Status	In Use		2DABS0021	06/25/12	COMPLETED			2DABS0024	03/07/12	COMPLETED			2DABS0021	06/25/12	COMPLETED	
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<p>3</p>	<p>The <i>Amendment</i> screen appears.</p> <div data-bbox="282 1186 1404 1438" style="border: 1px solid gray; padding: 10px;"> <p><b>Amendment</b></p> <p> <b>Quick Tip</b> The amendment name is system generated. Enter the information below and click the Create button to amend the selected document. <a href="#">more</a></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>Document to Amend <input type="text" value="2DA8S0024"/></p> <p>Comments <input type="text"/></p> <p>Signature PIN <input type="text"/></p> <p>Reason <input type="button" value="v"/></p> </div> <div style="width: 15%; border: 1px solid gray; padding: 5px;"> <p><b>For this Document you can:</b></p> <p><input type="button" value="Create"/> New Amendment</p> <p><input type="button" value="Cancel"/></p> </div> </div> </div> <p>➤ Enter <i>Trip was cancelled</i> in the <b>Comments</b> field</p> <p>➤ Enter <i>Signature PIN</i></p> <p>➤ Click <input type="button" value="Create"/> (<i>New Amendment</i>) button</p>																								

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 name with a dash number (i.e. - 1.)</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 <i>Signature PIN</i></p> <p>➤ Enter <i>Remarks</i></p> <p>➤ Click <b>Stamp</b> (<i>and Submit Document</i>) button</p>

Step	Action
	<p><i>Note: Only Federal Employees have the capability to cancel TAs.</i></p>
6	<p>The <b>Signature for</b> screen appears with a statement:</p> <p><b>WARNING:</b> 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. <b>REMINDER:</b> You must return all tickets and advances issued in conjunction with this authorization.</p> <p>If reservations were ticketed, the authorization should <b>not</b> 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  (<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 <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>
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>The screenshot shows a 'Check Funds for Authorization' window. At the top, there is a 'Quick Tip' box with a lightbulb icon: 'Review the budget status before clicking Approve. <a href="#">more</a>'. To the right, there is a box titled 'For this Document you can:' with a 'Close' button and the text 'Funding'. Below this is a dark blue header 'Account Validation Errors' followed by a table with two columns: 'Number' and 'Message'. The table contains one row: '99' and 'Cannot cancel authorization that hasn't been datalinked. Authorization NOT Cancelled.' Below the screenshot, the text says: '➤ Click  (<i>Funding</i>) button'.</p> <p>The <b>Home</b> screen will appear.</p>