

CREATING AN AMENDMENT TO CANCEL A TRIP

After an authorization is datalinked, canceling a trip requires creating an amendment to the original authorization. Canceling a trip is mandatory in the following circumstances:

- Trip cancellation
- Wrong accounting code charged
- Trip date changes greater than 3 days

Procedure

- 1) Log into Travel Manager.
- 2) Click on **Create New Document**.
- 3) In Document Type, select **Amendment**.
- 4) To select the authorization to be amended, **click in the Document Name field**.
 - a) This changes page to the **Traveler Listing interface**. This is the same one used to Open Document.
 - b) Under Traveler Listing, **select the traveler**.
 - i. Type the traveler's Last Name and click on Search
 - ii. OR click on the traveler's name from the Traveler List.
 - c) In the Document List, **click on the authorization to be amended**.
- 5) On the Amendment page, **the amendment name is generated**. It is the original name with -1 indicating a first amendment. Changing the generated name is not recommended.
- 6) In Comments, **type in the reason** for creating the amendment.
- 7) In Signature PIN, **type in your signature PIN**.
- 8) In the For this Document you can: box, click on **Create New Amendment**.
- 9) The amendment is open to edit.
- 10) Click on the **Itinerary** on the left menu.
- 11) Under Trip Information, **change Type to CANCELLATION**.
- 12) Click on **Save Itinerary**.
- 13) Click on **Document Summary** on the left menu.
- 14) Scroll down the page, click on **Enter Comments**.
- 15) **Provide explanation** why the trip was cancelled.
- 16) Click on **Save Comments**.
- 17) Go to Document Status, **verify the Status to Apply is Submitted**.
- 18) **Type in your signature PIN** in the next field.
- 19) Click **on Stamp and Route**.
- 20) **Follow prompts** to complete stamping and submitting.

New Document

Quick Tip
To select a traveler, click on the EID or Traveler Name look

Document Type Authorization

Document Name Authorization
Voucher
Local Voucher
Amendment

SSN Local Voucher
Amendment
Voucher from Authorization

Amendment

Quick Tip
The amendment name is system generated. [more](#)

Amendment Name originalname-1

Comments Expenses greater than expected.

Signature PIN

NOTE In the DOE accounting system, a cancellation authorization releases the funds reserved by the original authorization. DO NOT zero out any costs that were reserved in the original authorization.
