

Canceling a Reservation/Document That Has Been Ticketed

If a reservation has been ticketed and you need to cancel your entire reservation, call SATO at **866-486-6135** and they will complete the cancellation process. There will be no additional fees.

Canceling a Reservation/Document That Has **Not** Been Ticketed (Document Previously SIGNED)

Step 1: Log into Gov Trip at www.govtrip.com.

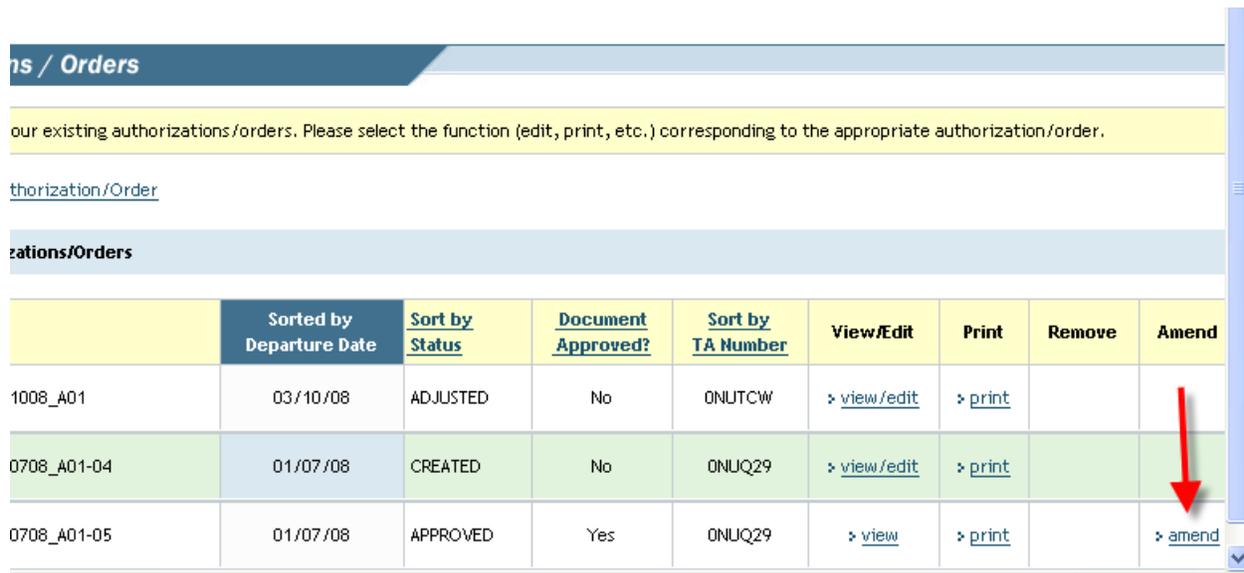
Step 2: Click “Official Travel”

Step 3: Click “Authorizations/Orders” to bring up Existing Authorizations/Orders

Step 4: Find the reservation you want to cancel.

Step 5: Click “amend”

Note: You will not see “amend” if you have not previously SIGNED your document. You will have to Sign your document and wait up to 15 minutes for this to appear, or you will have to remove segments individually. You may do that by following the modification instructions and use remove until all segments have been removed. The modification instructions can be accessed at: <http://www.doi.gov/pfm/etravel.html>.



ns / Orders

our existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[thorization/Order](#)

Authorizations/Orders

	Sorted by Departure Date	Sort by Status	Document Approved?	Sort by TA Number	View/Edit	Print	Remove	Amend
1008_A01	03/10/08	ADJUSTED	No	0NUTCW	view/edit	print		
0708_A01-04	01/07/08	CREATED	No	0NUQ29	view/edit	print		
0708_A01-05	01/07/08	APPROVED	Yes	0NUQ29	view	print		amend

Step 6: Type comments in the Comments field and then click “OK”.

GovTrip
TRAVEL for GOVERNMENT

Create Amendment

Click OK to amend this travel document. You will be prompted for signature.

Traveler Name: ZIDAN,CAROLEL
Traveler SSN: *****IDA1
Amendment Name: CZHONOLULUHI010708_A01-06

Comments:

Cancel test trip

OK Cancel

Step 7: Click “Accept”

[Return to Document List](#)

GovTrip
TRAVEL for GOVERNMENT

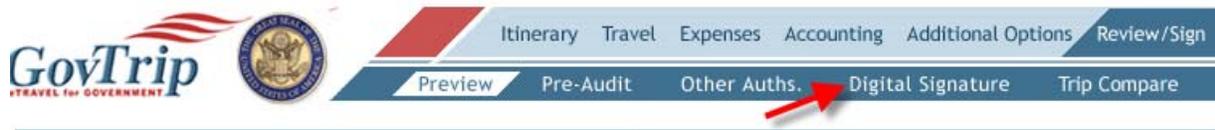
Confirmation

You are AMENDING this document.

By accepting you are legally signing this document.

Accept Cancel

Step 8: Select Digital Signature



Step 9: Select “Cancelled” from the drop down menu and then click “Submit Completed Document”. Note: Once you accept the cancellation, there will be no way to get the document back. All of the segments are immediately removed.

The screenshot shows the 'Digital Signature' form. The form contains the following fields and elements:

- A yellow banner with the text: "Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document."
- A section titled "Document Action" containing:
 - A label "*Submit this document as:" followed by a dropdown menu with "CANCELLED" selected. A red arrow points to the dropdown.
 - A text area for "Additional Remarks:".
 - A text input for "Approval Number:".
 - A date input for "* Advanced Ticketing Date:(mm/dd/yyyy):" with the value "01/03/2008" and a calendar icon. Below it, the text "Advance Ticketing Date will not be applied until approval" is displayed.
 - A text input for "PNR LOCATOR:" with the value "DJF1VM".
 - A blue button labeled "Submit Completed Document". A red arrow points to this button.
- A section titled "Pending Routing Actions" at the bottom.

Step 10: Click “Accept”.

The screenshot shows the 'Confirmation' dialog box. The dialog contains the following text and elements:

- A yellow banner with the text: "You are Stamping this document CANCELLED. By accepting you are legally signing this document."
- Two buttons: "Accept" and "Cancel". A red arrow points to the "Accept" button.

Step 11: Go to the Existing Authorizations/Orders to verify the “Sort by Status” field displays “CANCELLED”. Note: If you have a document that has multiple versions, if you cancel one version it will cancel them all.



Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create New Authorization/Order](#)

Existing Authorizations/Orders

[Vouchers](#)

Sort by Document Name	Sorted by Departure Date	Sort by Status	Document Approved?	Sort by TA Number	View/Edit	Print	Remove	Amend	Voucher
CZHONLULUHI031008_A01	03/10/08	CANCELLED	No	0NUTCW	view	print			
CZHONLULUHI010708_A01-06	01/07/08	CANCELLED	No	0NUQ29	view	print			
† CZHONLULUHI010708_A01-05		CANCELLED			view	print			

[Return to Traveler Lookup](#)