

Amend or cancel an existing business travel request

Quick Reference Guide

Amend or cancel an existing business travel request

1. From the Business Travel home page, identify the travel request that you wish to amend.
2. Click on the  symbol.

Current Travel Requests								
These are your submitted requests, either requests for your personal travel or those you are completing on someone else's behalf. Select the more information icon to see summary level details of a request.								
Business Travel Request Id	Status	Traveller	Travel Arranger	Reason for Travel	Departure Date	Destination(s)	Date Submitted	View, Duplicate, Amend or Cancel Request
RESNCarn26062019		Nicole Antonia Carneiro	Ms Nicole Carneiro	general: dafasdf	Wed: 26-Jun-2019	Canberra, Australia (CBR)	Not Available	 

3. Scroll down to the bottom of the page.

4. Click on  **Notify of Amendment/Cancellation**

Business Travel Request : RESNCarn26062019

Traveller: Nicole Antonia Carneiro
Requested By: Ms Nicole Carneiro
Approved in Principle By: Ms Jo Arney
Travel Team Member: Unassigned

Cost Centre(s)

Cost Centre	Cost Centre Description	% Split	\$ Split	Cost Centre Balance
AD070800	OFFICE OF CFO	Unknown	Unknown	0

Reason(s) for Travel

General Travel Summary

Purpose of Visit	Person Visiting	Organisation Visiting	Date From	Date To
dafasdf		adafasdf	26/06/2019	27/06/2019

Travel Arrangements

Flight Summary

From	To	Departure Date	Preferred Airline	Class
Adelaide, Australia (ADL)	Canberra, Australia (CBR)	26/06/2019	None stated	Economy
Canberra, Australia (CBR)	Adelaide, Australia (ADL)	27/06/2019	None stated	Economy

  

5. Input the details of your required amendment or cancellation in the text box provided. Include as much information as possible.

Details of required amendment or cancellation







6. Click on 'SEND TO TRAVEL ADMINISTRATOR'.

The Travel Team member that is assigned to the travel booking will receive your request and will make the required amendments/cancellation.

Once your required amendments/cancellation has been actioned by the Travel Team, you will receive an email notification advising completion/and or next steps.