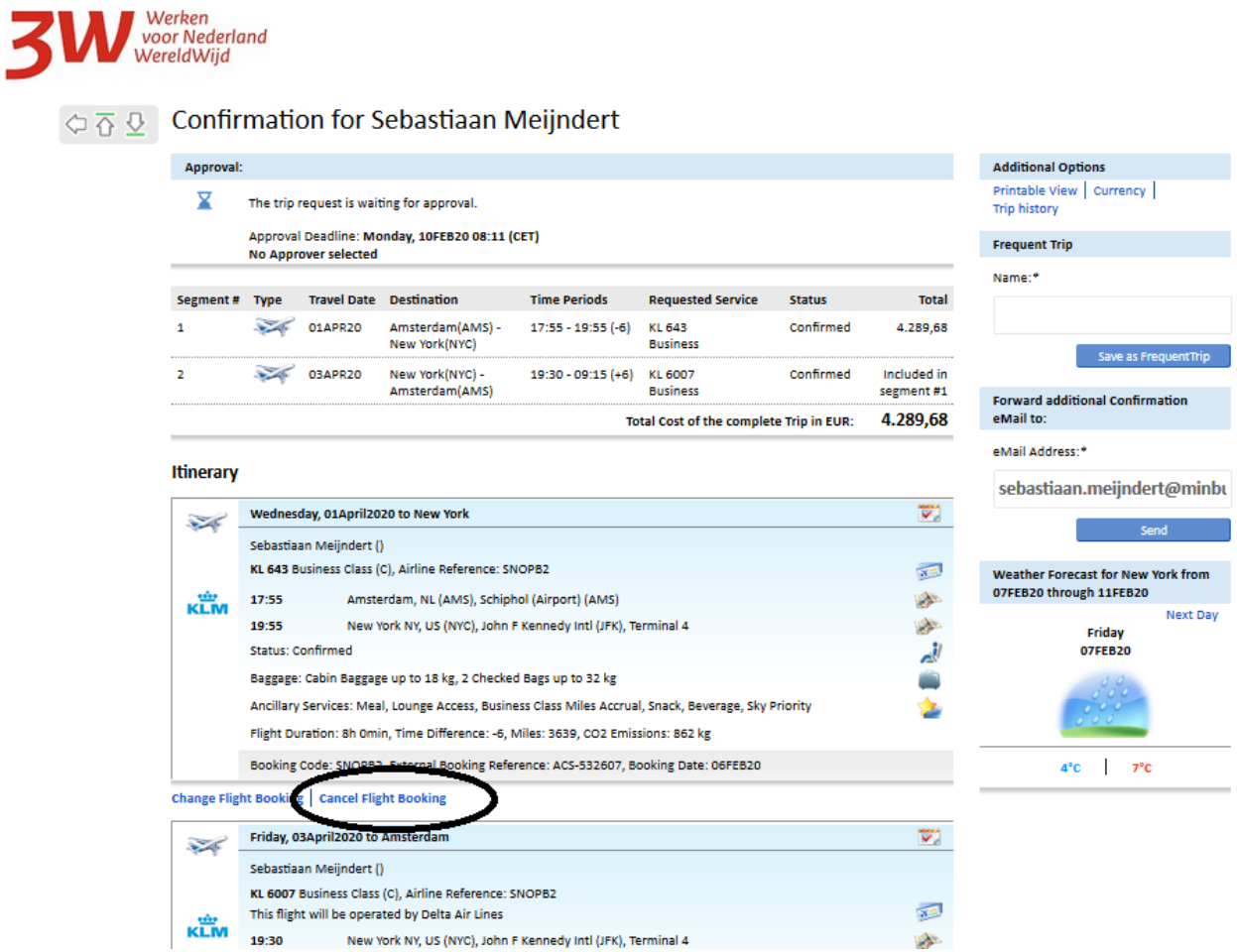
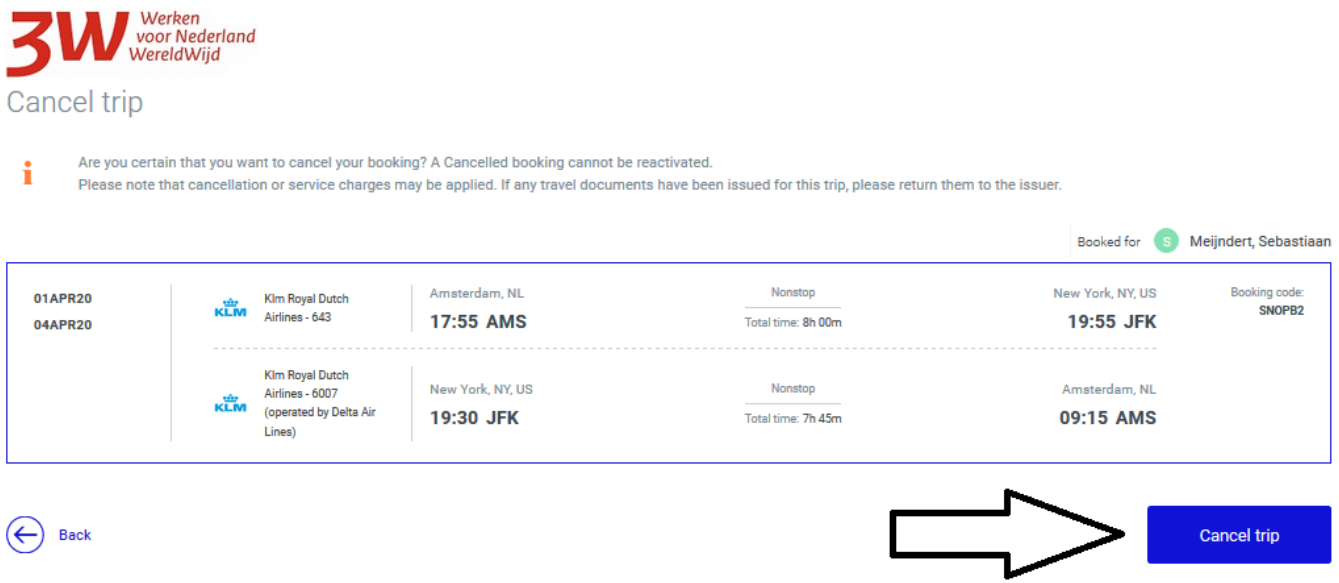
Cancelling a flight before ticket issue

In the travel request, click Search & book.

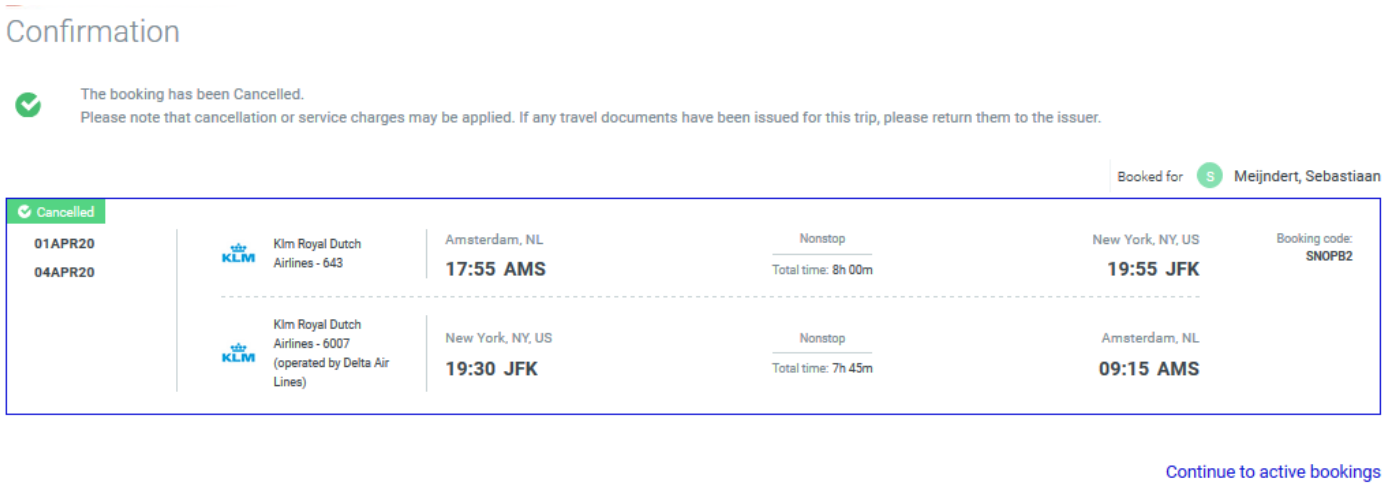
In the Amadeus/Cytric pop-up that opens, after a short pause you will see the 'Confirmation for …' menu. Select 'Cancel Flight Booking'.



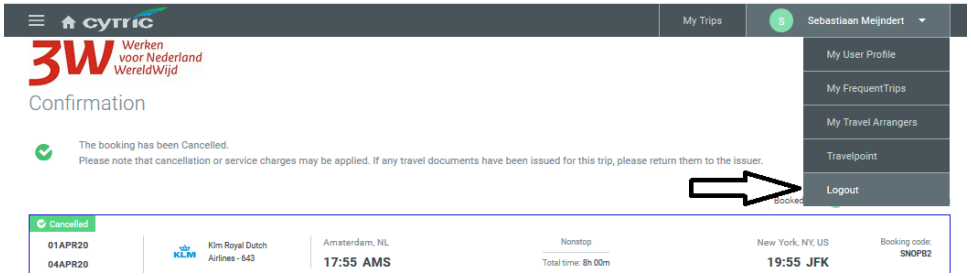
Select ‘Cancel trip’.



The next screen is a confirmation of the cancellation.



Select ‘Logout’.

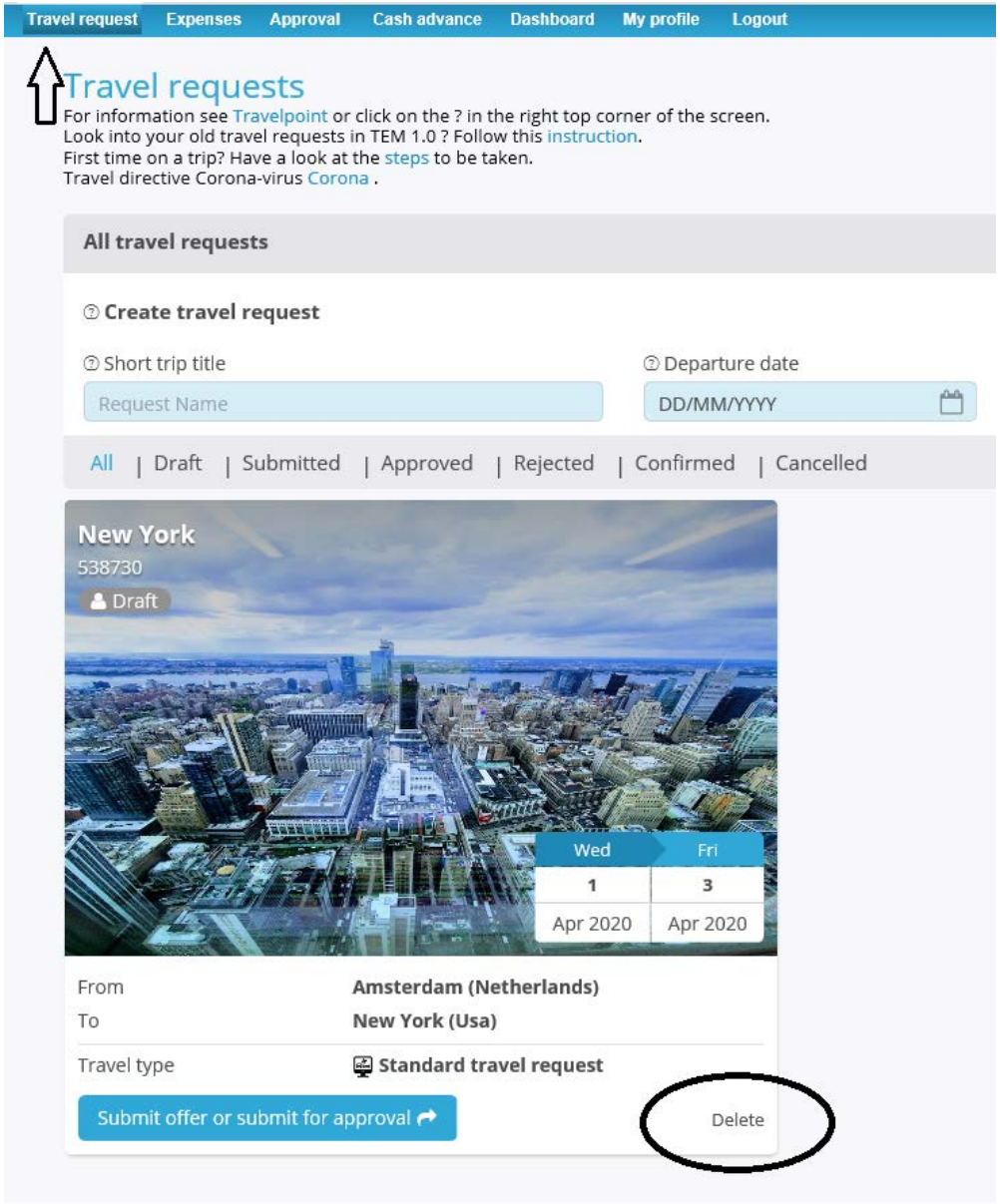


Close the pop-up.

In TEM, you can delete the corresponding travel request.

Click top left in the ‘Travel request’ tab.

In the list of travel requests, click ‘Delete’.


Travel request
Expenses
Approval
Cash advance
Dashboard
My profile
Logout
Travel requests
For information see Travelpoint or click on the ? in the right top corner of the screen.
Look into your old travel requests in TEM 1.0 ? Follow this instruction.
First time on a trip? Have a look at the steps to be taken.
Travel directive Corona-virus Corona .
All travel requests
Create travel request
Short trip title
Request Name
Departure date
DD/MM/YYYY
All | Draft | Submitted | Approved | Rejected | Confirmed | Cancelled
New York
538730
Draft
Wed
Fri
1
3
Apr 2020
Apr 2020
From
Amsterdam (Netherlands)
To
New York (Usa)
Travel type
Standard travel request
Submit offer or submit for approval
Delete