

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'.



Confirmation for Sebastiaan Meijndert

Approval:

The trip request is waiting for approval.

Approval Deadline: **Monday, 10FEB20 08:11 (CET)**
No Approver selected

Segment #	Type	Travel Date	Destination	Time Periods	Requested Service	Status	Total
1		01APR20	Amsterdam(AMS) - New York(NYC)	17:55 - 19:55 (-6)	KL 643 Business	Confirmed	4.289,68
2		03APR20	New York(NYC) - Amsterdam(AMS)	19:30 - 09:15 (+6)	KL 6007 Business	Confirmed	Included in segment #1

Total Cost of the complete Trip in EUR: **4.289,68**

Itinerary

Wednesday, 01April2020 to New York

Sebastiaan Meijndert ()

KL 643 Business Class (C), Airline Reference: SNOPB2

17:55 Amsterdam, NL (AMS), Schiphol (Airport) (AMS)

19:55 New York NY, US (NYC), John F Kennedy Intl (JFK), Terminal 4

Status: Confirmed

Baggage: Cabin Baggage up to 18 kg, 2 Checked Bags up to 32 kg

Ancillary Services: Meal, Lounge Access, Business Class Miles Accrual, Snack, Beverage, Sky Priority

Flight Duration: 8h 0min, Time Difference: -6, Miles: 3639, CO2 Emissions: 862 kg

Booking Code: SNOPB2, External Booking Reference: ACS-532607, Booking Date: 06FEB20

[Change Flight Booking](#) | [Cancel Flight Booking](#)

Friday, 03April2020 to Amsterdam

Sebastiaan Meijndert ()

KL 6007 Business Class (C), Airline Reference: SNOPB2

This flight will be operated by Delta Air Lines

19:30 New York NY, US (NYC), John F Kennedy Intl (JFK), Terminal 4

Additional Options

[Printable View](#) | [Currency](#) | [Trip history](#)

Frequent Trip

Name:*

[Save as Frequent Trip](#)

Forward additional Confirmation

eMail to:

eMail Address:*

[Send](#)

Weather Forecast for New York from 07FEB20 through 11FEB20

Next Day

Friday
07FEB20



4°C | 7°C

Select 'Cancel trip'.



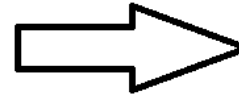
Cancel trip

i Are you certain that you want to cancel your booking? A Cancelled booking cannot be reactivated.
Please note that cancellation or service charges may be applied. If any travel documents have been issued for this trip, please return them to the issuer.

Booked for **S** Meijndert, Sebastiaan

01APR20 04APR20	Kim Royal Dutch Airlines - 643	Amsterdam, NL 17:55 AMS	Nonstop Total time: 8h 00m	New York, NY, US 19:55 JFK	Booking code: SNOPB2
	Kim Royal Dutch Airlines - 6007 (operated by Delta Air Lines)	New York, NY, US 19:30 JFK	Nonstop Total time: 7h 45m	Amsterdam, NL 09:15 AMS	

Back



Cancel trip

The next screen is a confirmation of the cancellation.

Confirmation

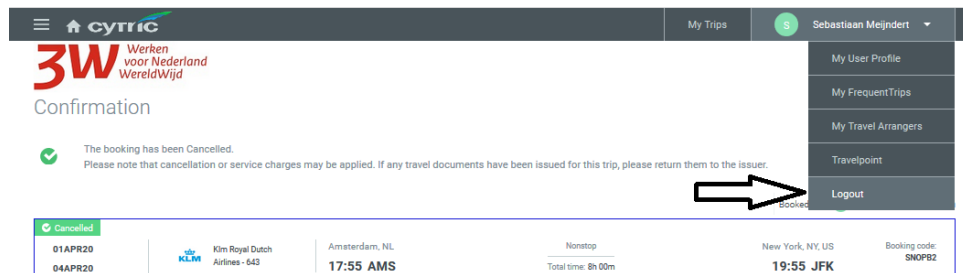
✓ The booking has been Cancelled.
Please note that cancellation or service charges may be applied. If any travel documents have been issued for this trip, please return them to the issuer.

Booked for **S** Meijndert, Sebastiaan

✓ Cancelled					
01APR20 04APR20	Kim Royal Dutch Airlines - 643	Amsterdam, NL 17:55 AMS	Nonstop Total time: 8h 00m	New York, NY, US 19:55 JFK	Booking code: SNOPB2
	Kim Royal Dutch Airlines - 6007 (operated by Delta Air Lines)	New York, NY, US 19:30 JFK	Nonstop Total time: 7h 45m	Amsterdam, NL 09:15 AMS	

[Continue to active bookings](#)

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 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

② Create travel request

② Short trip title

Request Name

② Departure date

DD/MM/YYYY

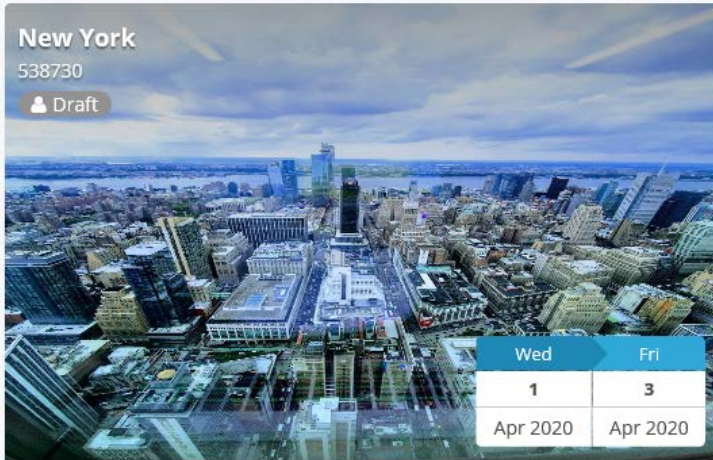


All | Draft | Submitted | Approved | Rejected | Confirmed | Cancelled

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