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## **TRAVEL MANAGER PREPARER'S GUIDE**

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### **Delete or Cancel a Travel Document**

Describe within is the process required to delete or cancel a stamped travel document in Travel Manager.

# DELETE OR CANCEL A TRAVEL DOCUMENT

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## A. Delete a Travel Document

If the document has not been stamped and is in the “CREATED” status, the preparer may delete the document by following the steps:

1. Log into Travel Manager.
2. Click the **Delete Documents** link on the Document toolbar on the left side of the page. The Travel Listing (Delete Document) page will be displayed.
3. Enter the last name of the Traveler in the **Last Name** field.
4. Click the  button. The Traveler’s name will be displayed in the Traveler List area on the left side of the page. The documents that can be deleted will be displayed on the right side of the page.
5. Click on the  icon next to the document to be deleted. A prompt will be displayed asking whether you are sure you want to delete the document.



6. Click the  button.

## B. Cancel a Travel Document

If the document has been stamped, send a written request, preferable by email, to ifmtravel@hq.nasa.gov. Include the traveler’s name, document name, and the authorization number.

*Note: If travel reservations have already been made, it is the Traveler’s responsibility to cancel the travel reservations.*