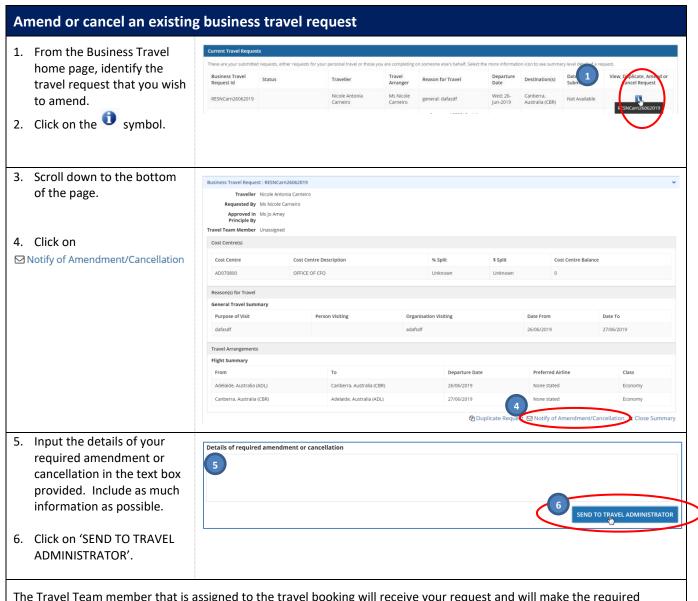
Amend or cancel an existing business travel request Quick Reference Guide





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.

Need further help? Please contact the UniSA Travel Team on Ph: (08) 8302 6430 Email: travelteam@unisa.edu.au

Website: http://i.unisa.edu.au/staff/finance/about-us/travel/
Last modified: 15/04/2020