



Cancelling and amending bookings online

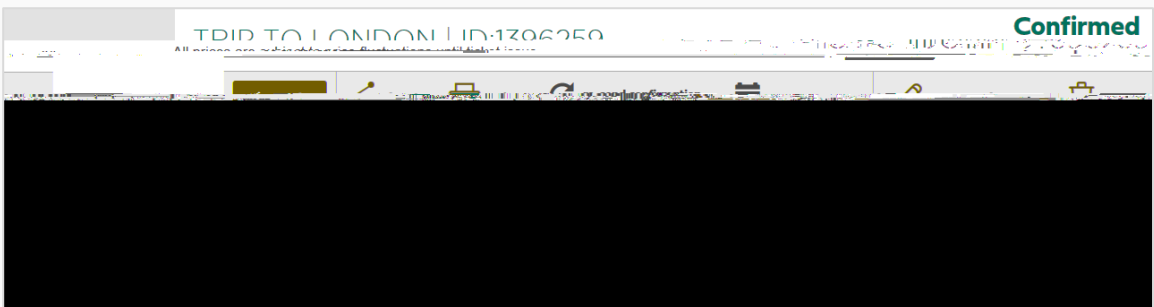
Log in as usual and click 'book online' to open the booking portal

- Once in the booking portal, click the suitcase icon to access your **MyTrips** folder
- Find and click on the relevant trip



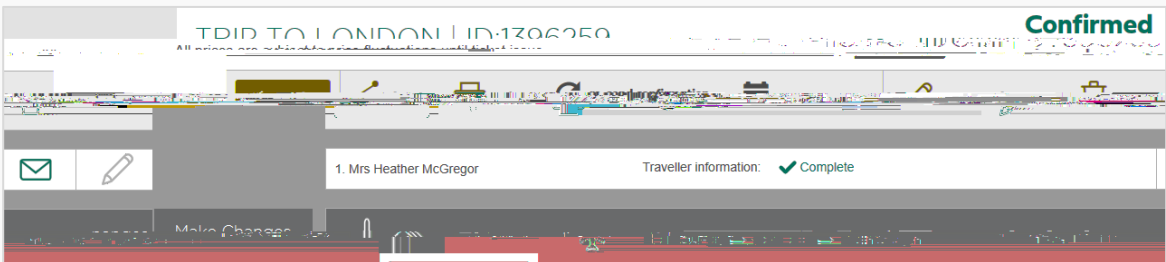
Cancellations

- To cancel the **entire trip**, click '**Cancel Trip**'
- To cancel **one product** of a multi-product trip, click '**remove**' next to the relevant product
- The system will ask you to confirm, and will advise if any costs will be incurred



Changes

- Click '**Request Change**'



- **Select the product(s)** to be changed
- Complete **payment information**
- **Describe** the required change(s) in full
- Click **SEND** and the KT team will contact you with change details

