K Cancelling and <u>amending bookings online</u>

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

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Changes

- Click 'Request Change'

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- 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

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