

Cancelling and amending bookings online

Many changes and cancellations to existing bookings can be carried out online via the **MyTrips** folder. Please always check the rules and conditions of your booking.

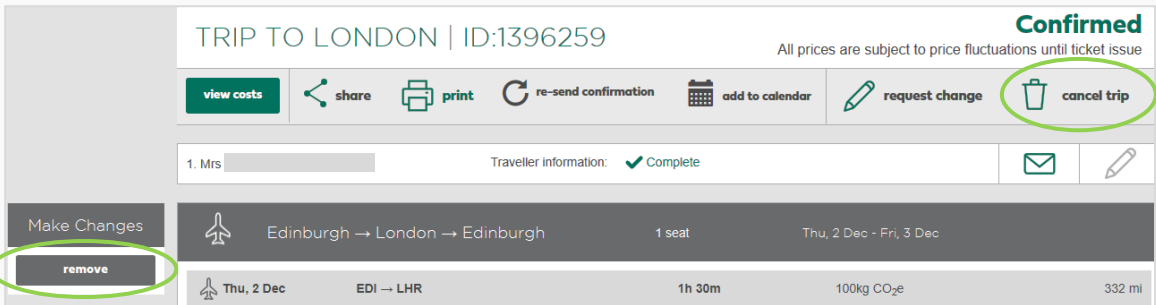
Log in as usual and click 'book online' to open the booking portal

- 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



TRIP TO LONDON | ID:1396259 **Confirmed**
All prices are subject to price fluctuations until ticket issue

view costs share print re-send confirmation add to calendar request change **cancel trip**

1. Mrs [Name] Traveller information: ✔ Complete

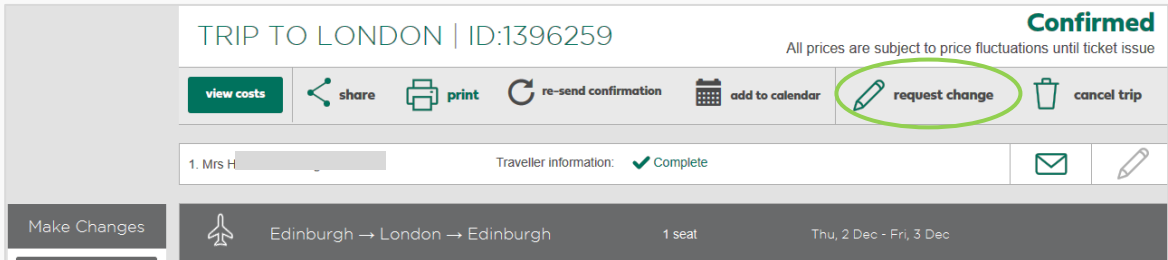
Make Changes

	Edinburgh → London → Edinburgh	1 seat	Thu, 2 Dec - Fri, 3 Dec
	Thu, 2 Dec	EDI → LHR	1h 30m 100kg CO ₂ e 332 mi

remove

Changes

- Click '**Request Change**'



TRIP TO LONDON | ID:1396259 **Confirmed**
All prices are subject to price fluctuations until ticket issue

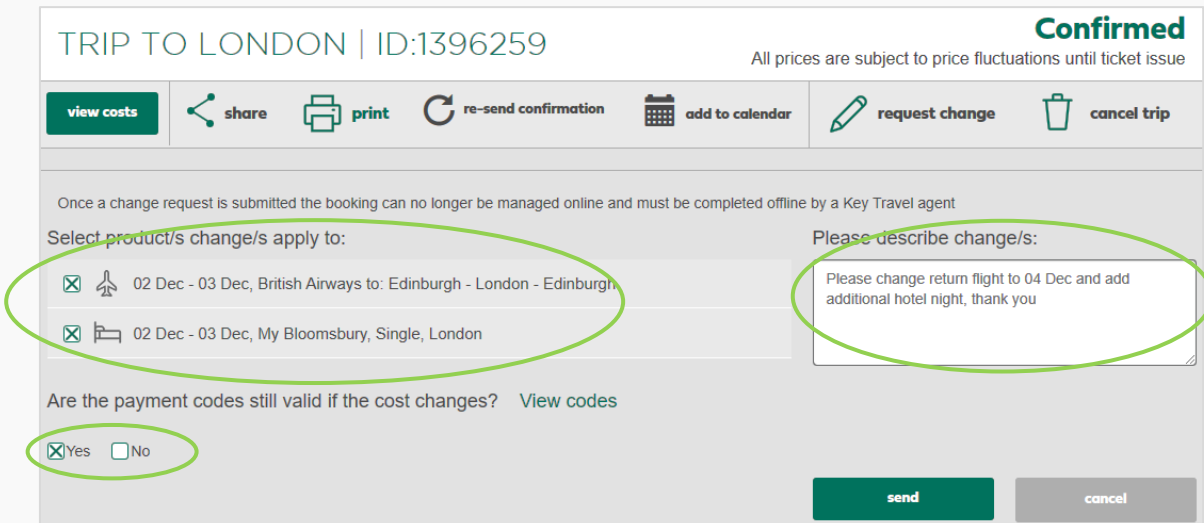
view costs share print re-send confirmation add to calendar **request change** cancel trip

1. Mrs H [Name] Traveller information: ✔ Complete

Make Changes

	Edinburgh → London → Edinburgh	1 seat	Thu, 2 Dec - Fri, 3 Dec
--	--------------------------------	--------	-------------------------

- **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



TRIP TO LONDON | ID:1396259 **Confirmed**
All prices are subject to price fluctuations until ticket issue

view costs share print re-send confirmation add to calendar request change cancel trip

Once a change request is submitted the booking can no longer be managed online and must be completed offline by a Key Travel agent

Select product/s change/s apply to:

- 02 Dec - 03 Dec, British Airways to: Edinburgh - London - Edinburgh
- 02 Dec - 03 Dec, My Bloomsbury, Single, London

Please describe change/s:

Please change return flight to 04 Dec and add additional hotel night, thank you

Are the payment codes still valid if the cost changes? [View codes](#)

Yes No

send **cancel**