

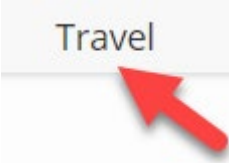
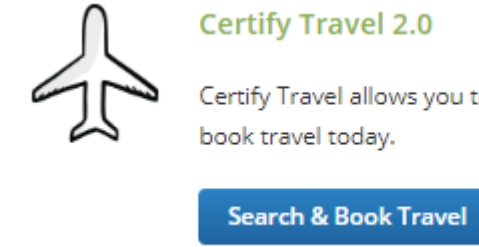

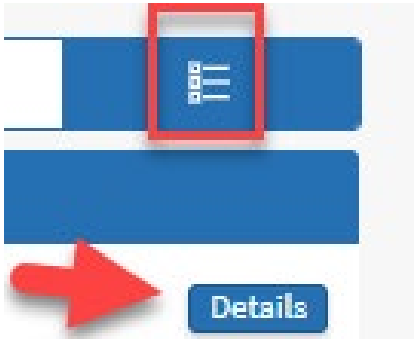


# Certify

## Reservation/Flight Cancellation

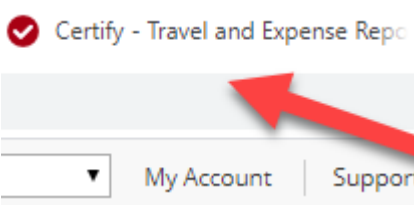

### Detailed Instructions

To cancel reservation/flights using Certify:

Logon to Certify <https://travel.csueastbay.edu/>

<p>Click on <b>Travel Tab</b></p> <p>Click on <b>Search &amp; Book Travel</b></p>		
<p>Click on <b>MY TRIPS</b></p> <p>From the list view, select <b>DETAILS</b>, choosing the reservation/flight to be cancelled.</p>		
<p>Double check that this is the reservation/flight you wish to cancel, then click <b>CANCEL</b>.</p> <p>Click <b>CANCEL SELETED ITEM(S)</b>. This cannot be undone.</p>	 <p>A message will display indicating the financial impact of canceling the reservation per the vendor's cancellation policy.</p>	

If any University credit card expense associated with your booked travel is still in your wallet, please submit an Expense Report Claim within 5 business days to clear the transactions. These will be identifiable by a credit card icon.

<p>Click on Certify – <b>Travel and Expense Report Tab</b>.</p> <p>Create and submit a <b>New Expense Report</b>.</p>		 <p><i>Process an Expense Report Claim for any costs associated with the cancelled trip(s), submitting within 5 business days of cancellation</i></p>
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