

# MTP Request to Cancel E-Ticket

## One Request Per Group Number

**Form must be complete before action can be taken**

Base Code		Base Name		Group #:	
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**PLEASE PRINT LEGIBLY AND ITEMIZE EACH BARCODE**

Event Code	Ticket Description	Entire Ticket Barcode

Reason for Cancellation:		
<b>Yes</b>	<b>N/A</b>	All Emboss style tickets have the Emboss stamp present on each ticket
<b>Yes</b>	<b>No</b>	Did the ticket (s) leave the office?

Cancellation Confirmation Number (If provided by vendor):

\_\_\_\_\_

Name of Reservation Agent/Vendor spoken with:

\_\_\_\_\_

Date Ticket Created:

\_\_\_\_\_

### MTP Office Use Only

Date Received:

\_\_\_\_\_

\_\_\_\_\_  
Approving Official's Signature & Date

\_\_\_\_\_  
MTP POC Signature

\_\_\_\_\_  
Approving Official's Printed Name

\_\_\_\_\_  
MTP POC Printed Name

\_\_\_\_\_  
Approving Official's E-mail

\_\_\_\_\_  
MTP Processed Date

\_\_\_\_\_  
Approving Official's Tel #

\_\_\_\_\_  
Base Notification Date

**All Cancellation Forms MUST be signed and dated ☐**

**If unsure of the process see Cancellation SOP within the MTP site.**

**Submitting this form does not guarantee cancellation.**

**Vendors may reverse credit due to usage or expiration.**

**Once the cancellation is completed, all voids are final.**

**Upon completing the form: E-mail it to [INFO\\_MTP.FCT@NAVY.MIL](mailto:INFO_MTP.FCT@NAVY.MIL)**

**MTP will response within 48 business hours; if you do not hear from MTP, call 901-874-6891/DSN 882-6891**

**Confirmation turnaround varies based on vendor or longer if the form is not properly completed.**

1/8/2018