

CANCEL TRIP IN CONCUR



CAL POLY

Strategic Business Services

ADMINISTRATION & FINANCE

CANCELING A TRIP ON CONCUR

This guide will explain how to cancel a trip.

NOTE: you can only cancel the entire trip in Concur. If you need to only cancel part of your trip (air, hotel, or car), you will need to call Christophersons Business Travel. There is no fee for cancelling. Fees only apply for booking (and re-booking).

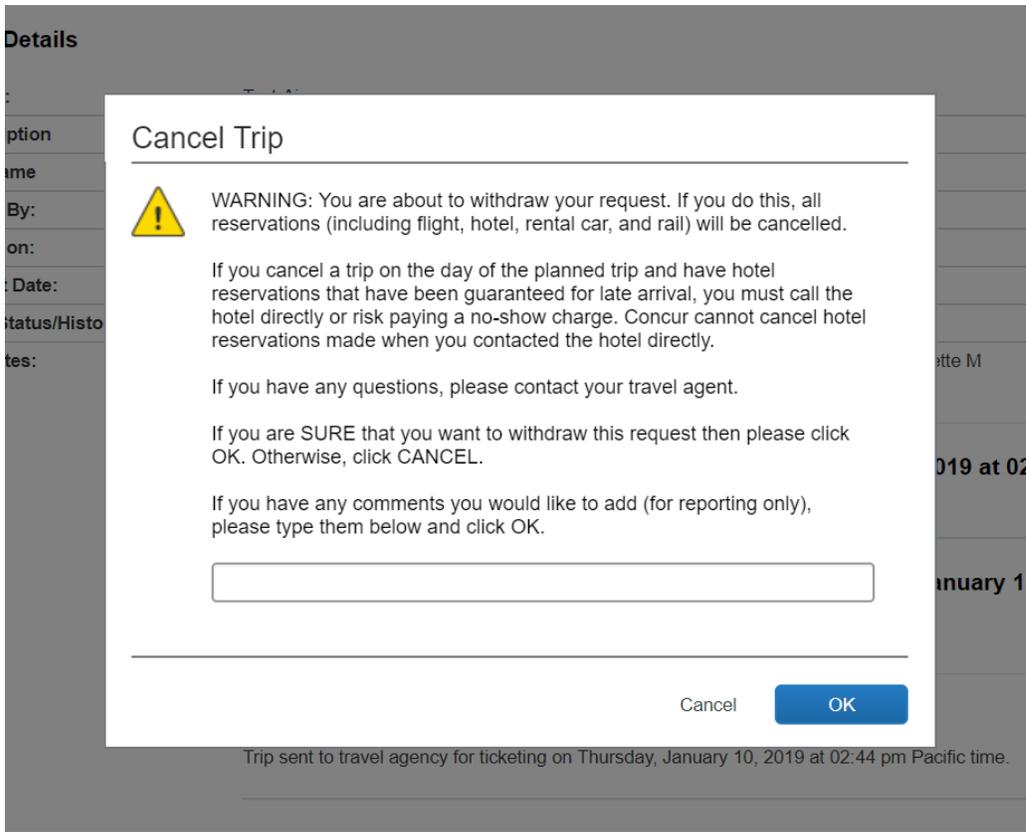
1. Click on **Travel**.
2. Click on **Trip Library**.
3. Find the trip you want to cancel.
4. Under Action, click on **Cancel Trip**.

The screenshot shows the Concur Travel interface. The top navigation bar includes 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The right side has 'Administration', 'Help', and 'Profile'. The main content area is titled 'Upcoming Trips' and contains a table with the following data:

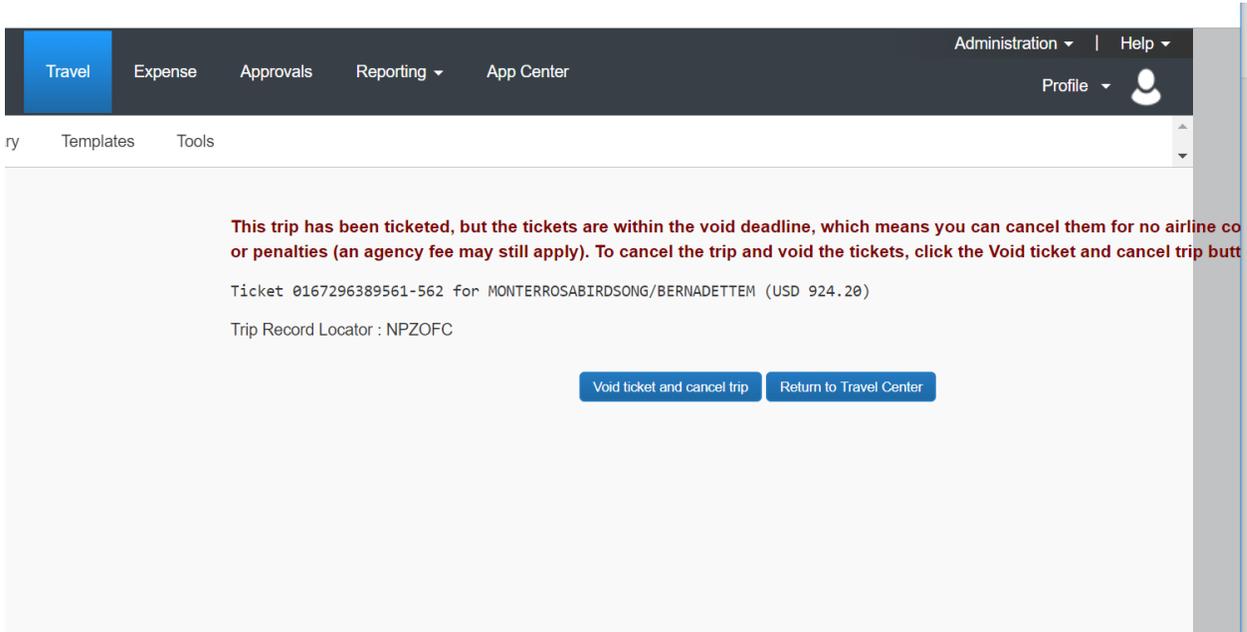
Trip Name/Description	Status	Start Date	End Date	Action
Test-Air (NPZOFC) (33PM)	Confirmed	01/17/2019	01/21/2019	Cancel Trip

Below the table, there is a green callout box with a lightbulb icon and the text: "Manage your trip details in one place." with a dropdown arrow.

5. Click **OK** in Cancel Trip pop window.



6. Click on **Void ticket and cancel trip** button.



7. You will receive a message that your trip has successfully been cancelled.

Your trip has been successfully cancelled.

Ticket 0167296389561-562 for MONTERROSABIRDSONG/BERNADETTEM (USD 924.20) voided by Cliqbook

Hotel Cancellation

synxis EL CORTEZ HOTEL AND CASINO
 Las Vegas, NV
 Checking In: 01/17/2019
 Checking Out: 01/21/2019
 Confirmation: 38882SB002366 \$YXS
Cancellation Number: 38882SB002367X
This information has been stored in the Trip Library.

Your trip has been cancelled

[Return to Travel Center](#)