CANCEL TRIP IN CONCUR





Concur Cancel Trip 1

CANCELING A TRIP ON CONCUR

This guide will explain how to cancel a trip.

NOTE: <u>you can only cancel the entire trip in Concur</u>. 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.

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y Templates	Tools				
guest	Company Notes Upcoming Trips Av	vaiting Approval Remove Trips			
	Add new itinerary manually				
	Trip Name/Description	Status	Start Date	End Date	Action
Multi Citu	Test-Air (NPZOFC) (33PM)	Confirmed	01/17/2019	01/21/2019	Cancel Trip
	Manage your trip details in one p				
ispo, CA					
select multiple airports					

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

Can	cel Trip
<u>,</u>	WARNING: You are about to withdraw your request. If you do this, all reservations (including flight, hotel, rental car, and rail) will be cancelled. If you cancel a trip on the day of the planned trip and have hotel reservations that have been guaranteed for late arrival, you must call the hotel directly or risk paying a no-show charge. Concur cannot cancel hotel reservations made when you contacted the hotel directly. If you have any questions, please contact your travel agent. If you are SURE that you want to withdraw this request then please click OK. Otherwise, click CANCEL. If you have any comments you would like to add (for reporting only), please type them below and click OK.
	Cancel OK

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

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ry	Template	es Tools							
			This trip has or penalties	been ticketed, b an agency fee m	ut the tickets are ay still apply). T	within the void de cancel the trip ar	eadline, which means you nd void the tickets, click th	can cancel them for n ne Void ticket and cano	o airline co cel trip butt
			Ticket 01672	96389561-562 fo	MONTERROSABIR	DSONG/BERNADETTEM	(USD 924.20)		
			Trip Record Lo	cator : NPZOFC					
					Vo	id ticket and cancel trip	Return to Travel Center		

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

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тепри	10013							
			You	r trip has been successfully cancelled.				
_	Ticket 0167296389561-562 for MONTERROSABIRDSONG/BERNADETTEM (USD 924.20) voided by Cliqbook							
	Hotel Cancellation							
	s y n x i s EL CORTEZ HOTEL AND CASINO							
				Las Vegas, NV				
	Checking In: 01/17/2019							
				Checking Out: 01/21/2019				
				Confirmation: 38882SB002366 \$YX\$				
				Cancellation Number: 300023B002307A				
				mis momanor has been stored in the mp Library.				
	Your trip has be	een cancelled						
					Return to Travel Center			