CANCEL TRIP IN CONCUR
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**.

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 MONTERROSABIRDSONGBERNADETTEM (USD 024.20) voided by Clickbook

Hotel Cancellation

**SYN**
EL CORTEZ HOTEL AND CASINO
Las Vegas, NV
Checking In: 01/17/2019
Checking Out: 01/21/2019
Confirmation: 388826B002368 SYX6
Cancellation Number: 388826B002367X
This information has been stored in the Trip Library.

Your trip has been cancelled