## Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation

## How to... At the top of the My Concur page, click Travel.

2. On the **Upcoming Trips** tab, click the name of the trip you want to change.

## Additional Information

Flight changes are available for e-tickets that include a single carrier.

If the trip is already ticketed but has not occurred, you can change the time and/or date of the flight. Your change options will be with the same airline and routing.

Directly contact your travel agency, the appropriate Website, or vendor if you did not book your trip using Travel.

Company Notes	Cliqbook Map	Upcomir	ng Trips	rips Awaiting Ap	proval Rem	ove Trips
Policy for Expen	se Reports US E	xpense Pol	icy 💌			
<b>«</b>						
Trip Name/Description		Locator	Status	Start Date	End Date	Expense Report?
Trip from Seattle Trip Actions		ICCD OIL	<sup>⊗med</sup>	12/20/2010	12/23/2010	
	View Itinerary	e .	-			
	E-mail Itinera	iry .				
	Create Templa	ate				
	Change Trip					
	Cancel Trip					

From the Trip Actions menu, click Change Trip.

On the **Itinerary** page, select the portion of the trip you want to change.

From the Itinerary page, you can:

- Email your itinerary
- Change seat
- Change the flight day or time for travel (you cannot change the airline)
- Add, change, or cancel parking
- Add, change, or cancel a taxi
- Add, change, or cancel car rental
- Add, change, or cancel hotel
- Add, change, or cancel dining

When you cancel a trip, if your ticket is refundable, your ticket will be voided or refunded, as applicable. If your ticket is non-refundable, and you cancel it in accordance with the airline rules, an e-ticket will be retained that you can apply to future trips.

To cancel your entire trip, click the **Upcoming Trips** tab.

From the **Trip Actions** menu, click **Cancel Trip**, and then click **OK**.