

CANCELLING/CHANGING TRAVEL ARRANGEMENTS IN CONCUR

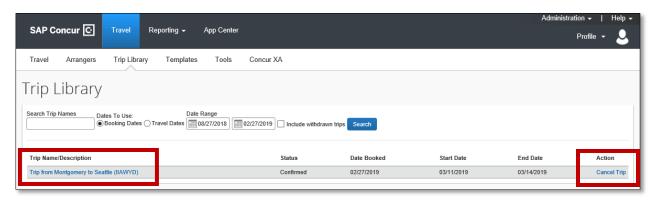


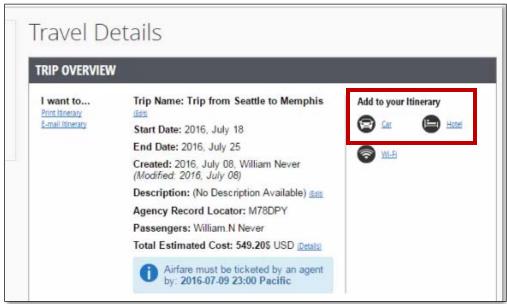


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If your travel plans change and a cancellation or change to all or a portion of your travel arrangements is necessary, the following steps must be taken:

- Access the trip under your TRIP LIBRARY in the Travel module.
- The entire trip can be canceled by selecting **Cancel Trip** under the Action column.
- If a portion of the trip needs to be canceled/edited, click on the **Trip Name** to view the itinerary details. From here you can make changes as necessary.





If last minute changes need to be made or if you need assistance while you are already in travel status, contact your agency's travel liaison for assistance. They have the authority to contact the travel agency to make the necessary changes to your trip.

Since the purchase of an airline ticket is an immediate charge to your state travel card, the card expense will still need to be paid even if you cancel your flight. Reference the *Paying the AL VISA in Advance* job aid to assist in the process. If the flight is canceled properly through Concur, the air carrier will have a credit on file to apply to a future flight.