

CANCEL TRAVEL RESERVATIONS in CONCUR

If you made your travel reservation via Concur and need to cancel your trip, follow these instructions:

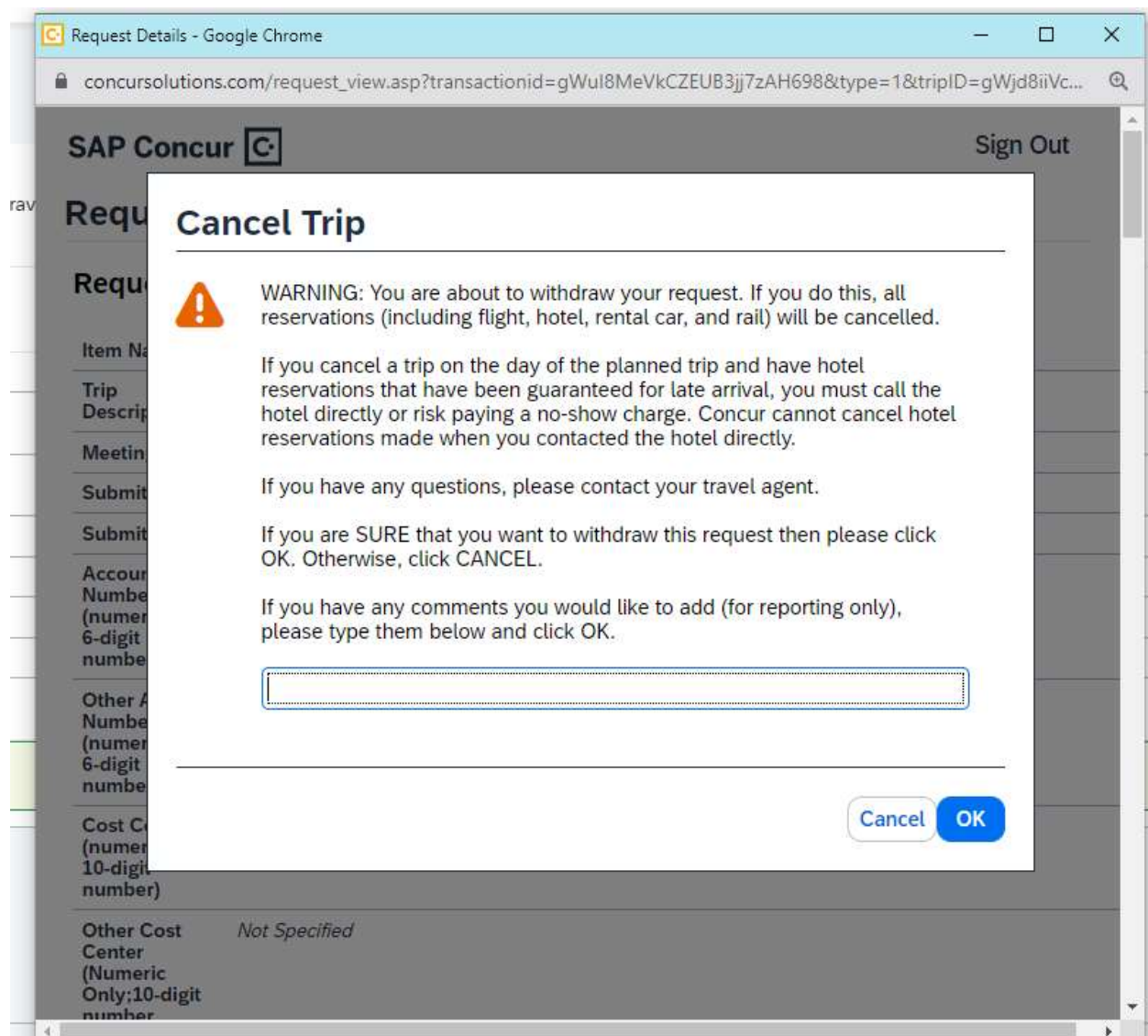
- Sign-In to Concur as usual.
- Access your Trip Library (upper left)
- Open the trip that you wish to cancel.

Trip Library

Search Trip Names Dates To Use: Booking Dates Travel Dates Date Range: Include withdrawn trips

Trip Name/Description	Status	Date Booked	Start Date	End Date	Action
Trip from Chicago to Fort Myers (K5V8CG)	Ticketed	09/10/2023	11/06/2023	11/09/2023	Cancel Tri

- Click on CANCEL TRIP (far right side)



- Click on OK

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After you select OK, you get the following if you have hotel and/or car:

Rules and cancellation policy

TownePlace Suites Dallas DFW Airport N 

Please review the rate rules and restrictions before continuing.

Important information:

TOTAL RATE: 154.1 USD
EXTRA PERSON: AFTER 2 PEOPLE - 25.00 USD PER EXTRA PERSON PER NIGHT
EXTRA PERSON: ROLLAWAY - 25.00 USD PER ROOM PER STAY

154.10 USD CXL FEE PER ROOM
CANCELLATION PERMITTED
UP TO 1DAYS BEFORE ARRIVAL
MUST GUARANTEE LATE ARRIVAL
REGA00
FLEXIBLE RATE
STUDIO, 1 KING, SOFA BED

I agree to the hotel's rate rules, restrictions, and/or cancellation policy.

[Continue](#) [Cancel](#)

Make sure that you are cancelling your hotel reservation before the cancellation fee is accessed (most hotels are 48-hours prior to arrival; however, there are also hotels that have longer or shorter cancellation periods).

- Click on 'send this trip to a travel agent to cancel'

This trip has air travel that has been ticketed.
A travel agent may be able to refund all or part of this trip.
Trip Record Locator : K5V8CG

Comments for the Travel Agent

[Send this trip to a travel agent to cancel](#) [Return to Travel Center](#)

You will receive this message from Concur that your reservation is cancelled.

Your trip has been sent to your travel agency for assistance.

Your trip has been cancelled

[Return to Travel Center](#)