

Cancel or Change Concur Reservations

- » Login to *Concur Solutions*.
- » Select your trip from the Upcoming Trips tab in Travel.
- » Click the name of the trip to display options for this trip.
- » On the drop-down menu, click the appropriate link to:
 - View Itinerary
 - Email Itinerary
 - View Request (see all data pertaining to trip selections)
 - Create Template (make it easier to book the same trip regularly)
 - Clone Trip (make it possible to book the same trip for others you make arrangements for)
 - Share Trip (share trip information with a colleague)
 - Change Trip (make minor modifications to trip)
 - Cancel Trip (completely cancel a trip)
- » Follow the prompts depending on action chosen.
- » Changes or cancellations can also be completed by contacting Travel Inc. at 770-291-5190.

Canceled flights will need to be reported in an expense report in Concur as soon as cancellation occurs. An explanation should be included for changed or cancelled airfare that incurs a cost for the University. These expenses require approval by the President's Office, which will be facilitated by the Travel Department.

If lodging is booked outside the system, it will need to be changed or cancelled directly with the booking source.