

How to Cancel Your Entire Trip in Concur

Under your My Trips section on the Concur home page, click **More** for the trip you would like to cancel and then click **Cancel this trip**.

The screenshot shows the Concur home page interface. On the left is the 'TRIP SEARCH' section with options for 'Booking for myself' or 'Book for a guest', and search filters for 'Air/Rail Search' (Round Trip, One Way, Multi-Segment) and a 'Search' button. The main area is divided into 'ALERTS' (Triplt integration), 'COMPANY NOTES', and 'MY TRIPS (2)'. Under 'MY TRIPS', there are two trip cards: 'NOV 18-19 Multi-Segment Trip Parks Trainings and Green Lodging' and 'DEC 15-16 Multi-Segment Trip DMV Trainings'. A red arrow points from the 'More' dropdown of the first trip to a 'Status' pop-up window that shows 'Ticketed' and a 'Cancel this trip' link. Below the trips is the 'FACTS & STATS' section with a 'Did you know?' banner.

A Warning message will pop up advising that you are about to withdraw your request and your entire reservation (including air, hotel, rental car and rail) will be cancelled. Select **OK** if you wish to proceed in cancelling your reservation.

The screenshot shows the 'Request Details' page with a 'Cancel Trip' dialog box overlaid. The dialog box contains a warning message: 'WARNING: You are about to withdraw your request. If you do this, all reservations (including flight, hotel, rental car, and rail) will be cancelled.' It also provides instructions: 'If you cancel a trip on the day of the planned trip and have hotel reservations that have been guaranteed for late arrival, you must call the hotel directly or risk paying a no-show charge. Concur cannot cancel hotel reservations made when you contacted the hotel directly. If you have any questions, please contact your travel agent. If you are SURE that you want to withdraw this request then please click OK. Otherwise, click CANCEL. If you have any comments you would like to add (for reporting only), please type them below and click OK.' There is a text input field for comments and 'OK' and 'Cancel' buttons at the bottom of the dialog. The background shows the 'Request Details' page with fields for 'Item Name', 'Trip Description', 'Meeting Name', 'Submitted By', 'Submitted on', 'Approval Status/History', and 'History/Notes'. At the bottom, there is a 'Hotel Rule Violation' section for 'Hampton Inn San Marcos' with address and description.

If your trip included a hotel reservation, you will need to agree to the hotel's rate details and cancellation policy. Select the checkbox and click **Continue**.

Travel Arrangers Trip Library

Rate details / Cancellation policy

Hampton Inn San Marcos

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 169.00 *** **NEW RATE** ***
TOTAL RATE: 169.00 TOTAL FOR 15DEC THROUGH 16DEC
EXTRA PERSON: \$0.00

CANCEL 24 HOURS PRIOR TO ARRIVAL
24 HR CANCEL REQUIRED
CREDIT CARD
ALL RESERVATIONS MUST BE GUARANTEED WITH A MAJOR CREDIT CARD OR
ADVANCE CASH DEPOSIT TO HOTEL REGARDLESS OF TIME OF ARRIVAL.
ALL RESERVATIONS MUST BE CANCELLED 24HRS PRIOR TO ARRIVAL
HOST
TIME UNLESS DEPOSIT REQUIRED.
1NT DEPOSIT REQUIRED SEASONALLY. CHECK AVAILABILITY. CANCEL 72 HOURS PRIOR TO ARRIVAL IF DEPOSIT IS REQUIRED.
169.00 TOTAL FOR 15DEC THROUGH 16DEC

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

Continue Cancel

Return to Travel Center

If your trip included a hotel reservation, you will receive a hotel-generated cancellation number, which will be stored in your Trip Library. 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, a ticket credit will be retained that you can apply to future trips.

Travel Arrangers Trip Library Templates Tools

Your trip has been successfully cancelled.

Hotel Cancellation

HAMPTON INN SAN MAR
San Diego, CA
Checking In: 12/15/2015
Checking Out: 12/16/2015
Confirmation: 81550390
Cancellation Number: 81550390
This information has been stored in the Trip Library.

Southwest Flight Cancellation

Southwest
Airline Record Locator: H3APGE

Your trip was unable to be refunded to your credit card. Credit for your trip has been saved and can be used to purchase another Southwest flight for up to one year in the future.

CONCUR

Your trip has been cancelled



Return to Travel Center

The Southwest Airline ticket credit will automatically store in your personal profile.

Unused Tickets

Southwest Ticket Credits

[+] Add Ticket Credit

 H3APGE 

Remaining: \$151.96 (*)

Valid Until: 10/23/2016

(*) This is an estimated amount.

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.


The next time you go to book a trip, the Southwest ticket credit will be on the Review and Reserve Flight page under Review Price Summary. Check the box to use the ticket credit for the new reservation.

Select a Hotel [Remove](#)

Nights: 1
San Diego, CA
Check-in: Tue, 12/08/2015
Check-out: Wed, 12/09/2015

Finalize Trip

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. 

Primary Traveler [Edit](#) | [Review all](#)

Name: Kelly May Bouchard **Phone:** (916) 376-3991

Frequent Flyer Programs [Add a Program](#)

For Southwest

SEAT ASSIGNMENT

Seats will be automatically selected based on your profile preferences and can be changed on the Travel Details pages or any time after booking is complete.


REVIEW PRICE SUMMARY

| Description | Fare | Taxes and Fees | Charges |
|--|----------|----------------|--------------------------------|
| Airfare | \$236.20 | \$45.92 | \$282.12 |
| Total Estimated Cost : \$282.12 | | | |
| | | | Total Due Now: \$282.12 |

APPLY TICKET CREDIT

You can apply your previously canceled tickets (ticket credit) toward this Southwest Direct Connect booking. Select a **maximum of two** ticket credits.

\$151.96 * [Add Ticket Credit](#)

 H3APGE
Valid Until: 10/23/2016

* This is an estimated amount.

METHOD OF PAYMENT

This purchase will be charged to your company directly.

Once you confirm and purchase the new ticket, you will see the ticket credit applied to the reservation and any remaining amount will be charged to the department's account.

| TOTAL ESTIMATED COST | |
|--|-------------------------------|
| Air | |
| Ticket Number: 5262161507637: | \$236.20 USD |
| Taxes and fees: | \$45.92 USD |
| | Air Total Price: \$130.16 USD |
| Hotel: | \$125.00 USD |
| Car: | \$93.87 USD |
| Total Estimated Cost: | \$349.03 USD |
| Payment Details for: Southwest | |
| Total Credit Applied: | |
| Ticket Credit (5262161507637) - (H3APGE) | \$151.96 USD |
| Add / Collect Amount To Be Charged To Credit Cards: | |
| American Express Last four digits: 1052 | \$130.16 USD |
| REMARKS | |
| | |
| Your itinerary has been saved. | |
| Print Itinerary E-mail Itinerary Return to Travel Center | |

If you have questions about cancellations, please call 877-454-8785.