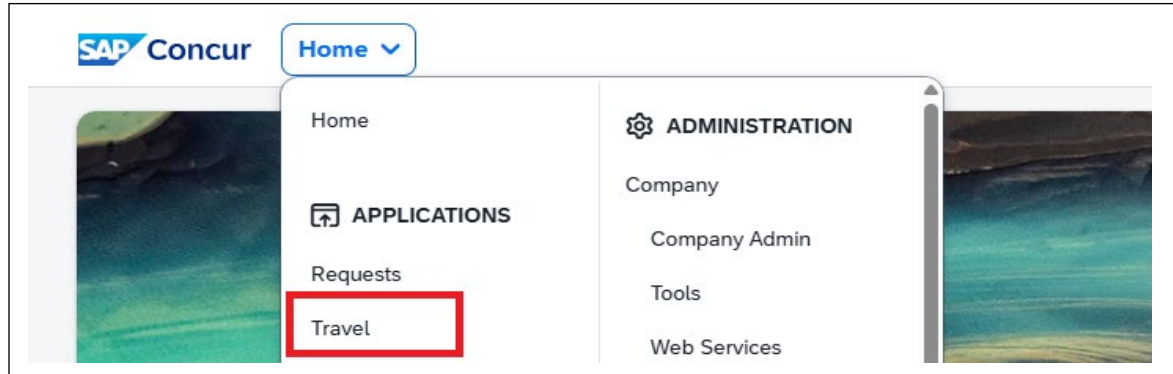


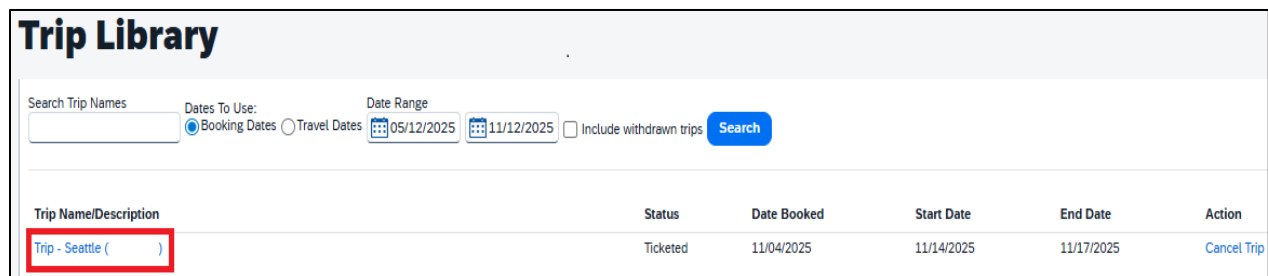
Job Aid: Changing or cancelling a flight booked in Concur

To modify or cancel an existing flight itinerary that was booked in Concur:

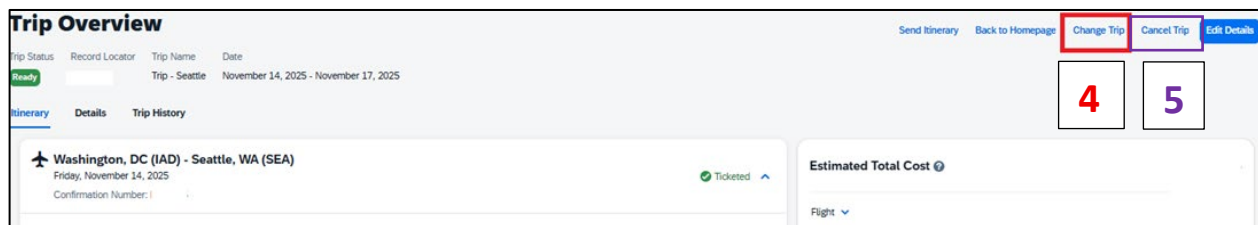
1. Select **Travel** from the Concur homepage dropdown menu:



2. Click on the **Trip library** tab, then click on the trip you want to change. The Trip Name is a link:



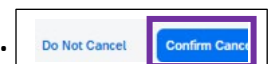
3. Click on the appropriate task link **Change Trip** or **Cancel Trip**



4. To modify your flight, click **Change Trip** on the itinerary segment you need to change

- Enter your new flight search criteria and click **Search** for Concur to provide a list of available flights
- Select the new flights option and click **Purchase New Flights** or **Confirm Changes** to complete the exchange

5. To cancel your flight, click the **Cancel Trip** link. On the next screen, click **Confirm Cancel**.



NOTE: Some airlines' policies may require you to re-confirm the entire itinerary. In that case you will need to select all segments. Some airlines may also require you to enter all the segments you want to keep in the ticket along with the changed segments.