How to – Cancel an itinerary via iTravel/Concur

Users may cancel an existing itinerary for domestic travel booked through iTravel/Concur by following the steps below.

1. Once you are logged in to iTravel, if you are not the traveler, select the traveler’s Profile by clicking on the “Profile” option and typing and selecting the traveler’s name.

2. On the Travel home page menu select **Travel > Upcoming Trips**.
2. Under actions select **Cancel Trip**.

3. To verify your trip was cancelled select **Trip Library** (Travel submenu). Check the box to Include withdrawn trips. Status will appear as Withdrawn once the trip was successfully cancelled.