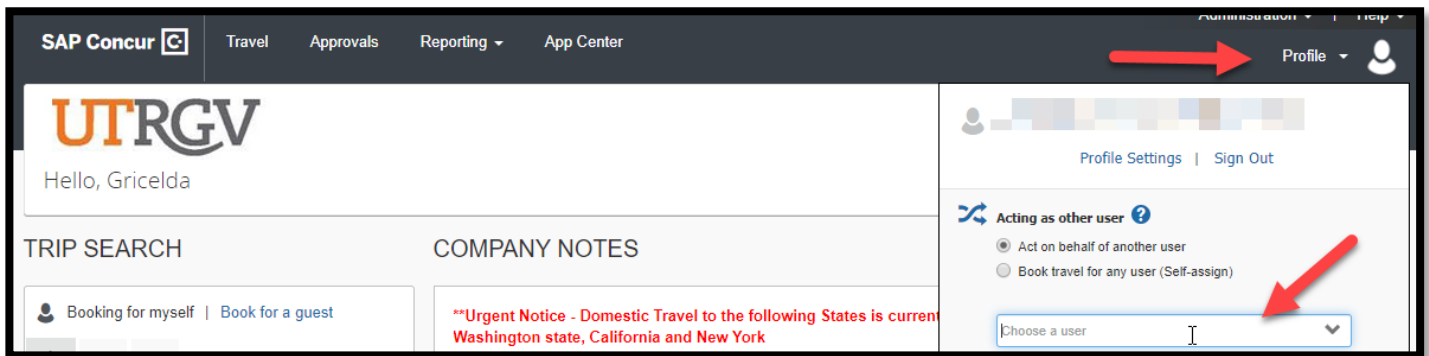


## Quick Reference Guide

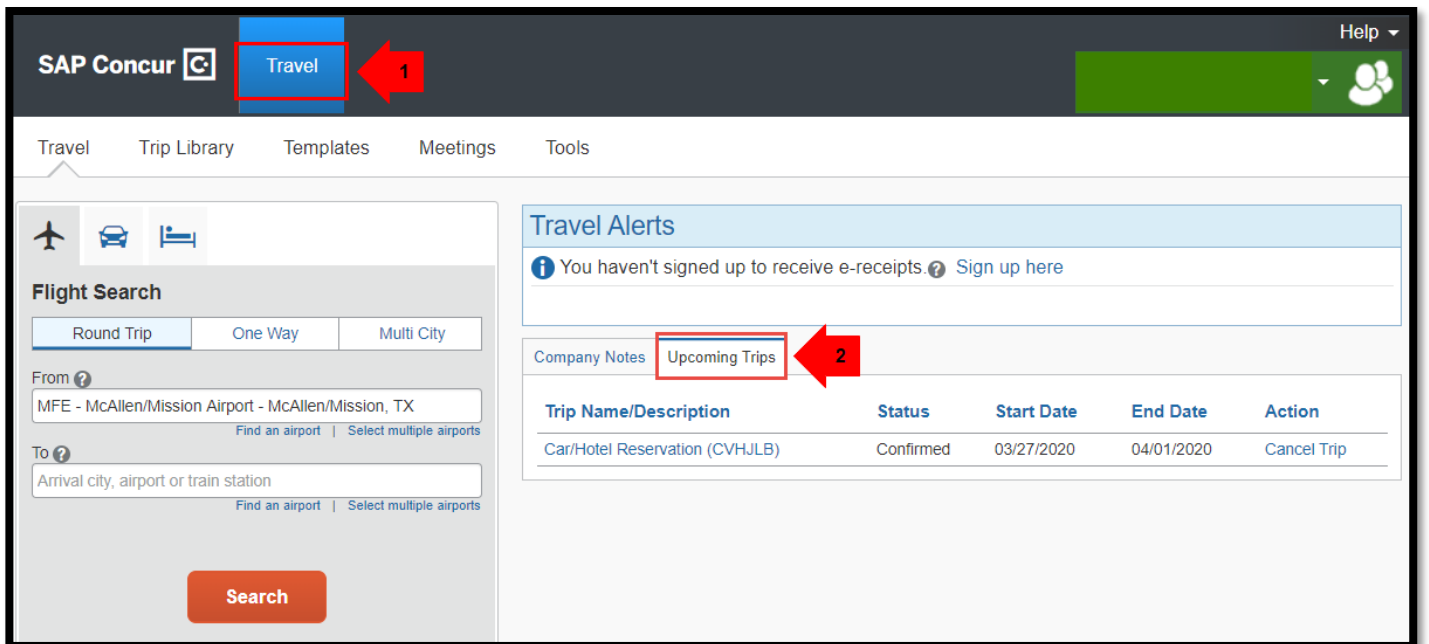
### How to - Cancel an itinerary via iTravel/Concur

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

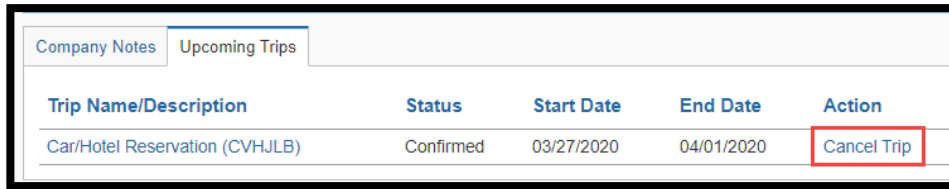
1. Once you are logged in to iTravel, if you are not the traveler, select the traveler's Profile by clicking the "Profile" option and typing and selecting the traveler's name.



1. On the Travel home page menu select **Travel > Upcoming Trips**.

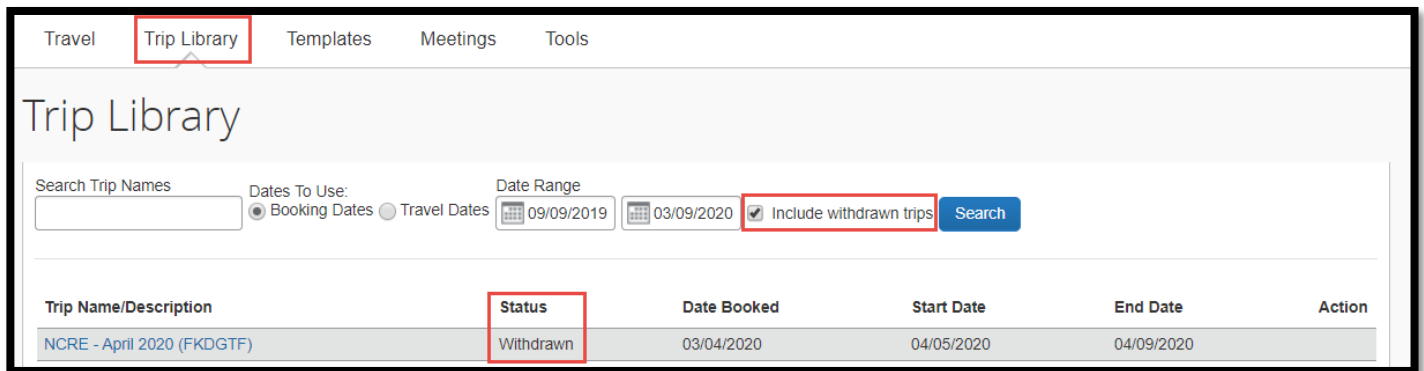


2. Under actions select **Cancel Trip**.



Trip Name/Description	Status	Start Date	End Date	Action
Car/Hotel Reservation (CVHJLB)	Confirmed	03/27/2020	04/01/2020	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 Check the box to Include withdrawn trips. Status will appear as Withdrawn once the trip was successfully cancelled.



Travel **Trip Library** Templates Meetings Tools

### 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Date Range:    Include withdrawn trips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
NCRE - April 2020 (FKDGTG)	Withdrawn	03/04/2020	04/05/2020	04/09/2020	