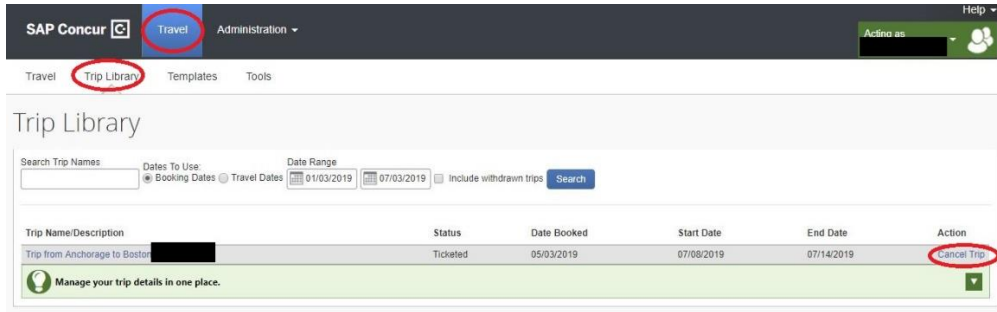
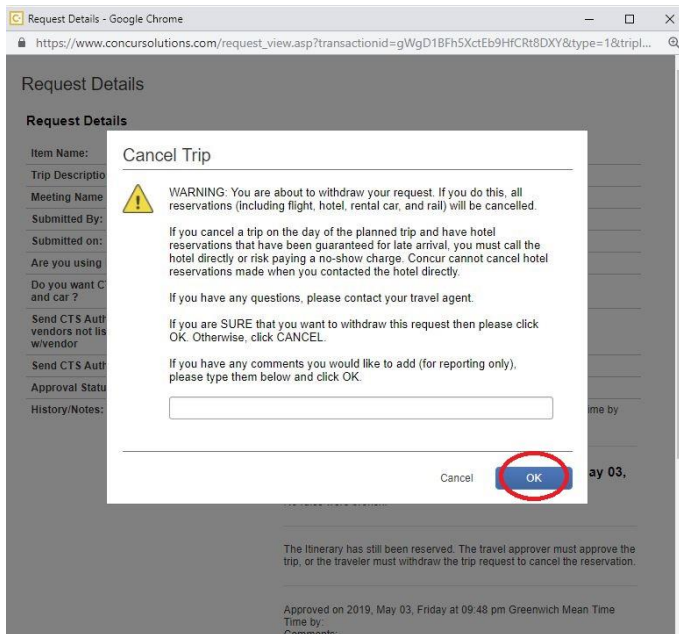


Go to the Travel Tab, then Trip Library to view upcoming trips. Click the “Cancel Trip” link on the trip you need to cancel:



You will receive a popup notification with a warning. After you read the warning and you still need to cancel then trip click “OK”. You can also make a comment here:



The next screen will have an area for comment. **DO NOT ADD A COMMENT!** If you do, it will result in a travel agency fee that your department will have to pay for. Cancelled tickets that cannot be refunded will be credited the User’s profile for future use. Click “Send this trip to a travel agent to cancel” to cancel the trip:

