

If travel plans have changed, reservations should be cancelled as soon as reasonable possible.

Cancellations of travel arrangements can be done via the trip library* within Concur or by contacting Fox World Travel. Agent-assisted cancellations may be subject to a \$10.00 transaction fee.

Note: if the original reservation was booked through Travel & Transport or prior to February 1, 2020, the cancellation must be made with a Fox World Travel agent.

Travel **Trip Library** Templates Meetings Tools

Trip Library

Search Trip Names Dates To Use: Booking Dates Travel Dates Date Range:

Trip Name/Description	Status	Date Booked	Start Date	End Date	Action
Trip from Omaha to Philadelphia (X8WV0S)	Ticketed	03/05/2020	05/01/2020	05/05/2020	Cancel Trip
Trip from Omaha Eppley Airfield, Omaha, NE to San Antonio Intl Airport, San Antonio, TX (QDBS5H) ACMG	Ticketed	01/09/2020	03/17/2020	03/20/2020	Cancel Trip

Manage your trip details in one place.

*Guest bookings can also be cancelled through the Concur Trip Library if the travel arranger added their email address to the reservation.