



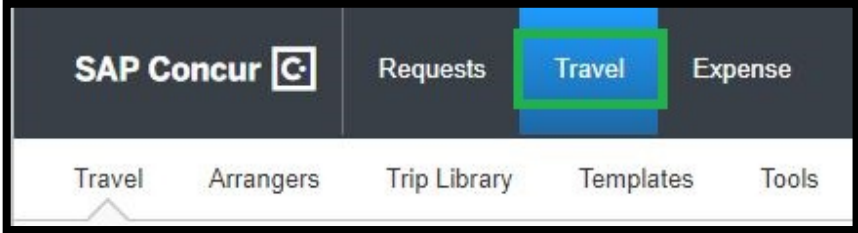
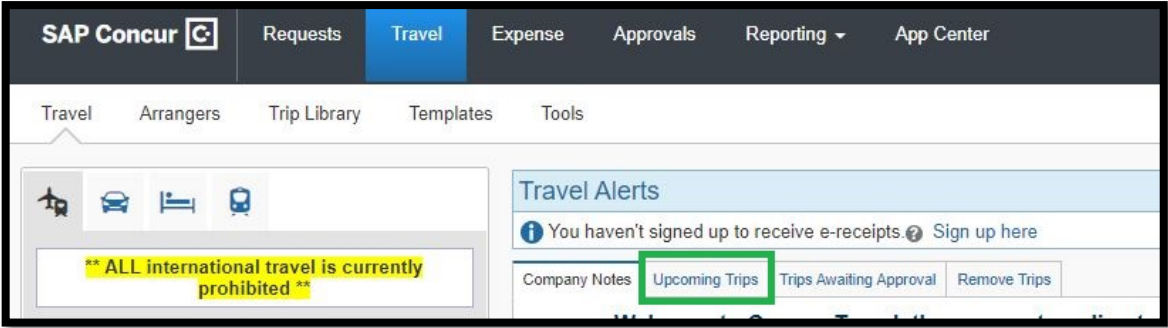
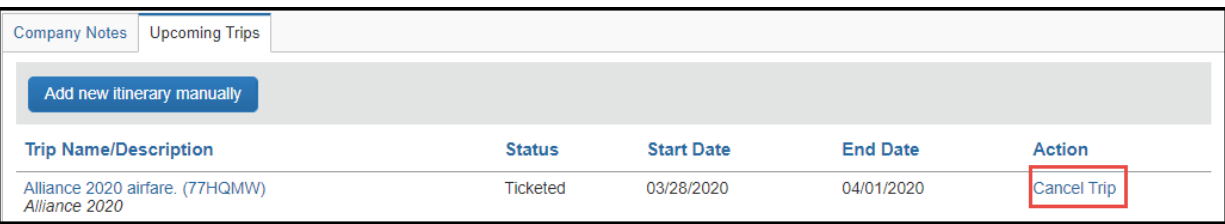
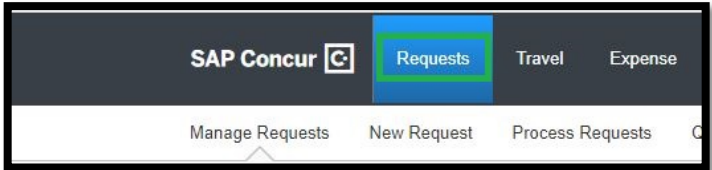
Concur Trip Cancellation Guide

DATE OF LAST UPDATE

March 19th, 2020

LAST UPDATED BY

Kearney Vander Sal

STEP	ACTIVITY										
<p>First, log into SAP Concur. Click on Travel at the top of the screen.</p>											
<p>On the Upcoming Trips tab, find the name of the trip you want to cancel.</p>											
<p>To Cancel your entire trip, in the Action column, click Cancel Trip, and then click OK.</p>	 <table border="1" data-bbox="349 1165 1567 1386"> <thead> <tr> <th>Trip Name/Description</th> <th>Status</th> <th>Start Date</th> <th>End Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Alliance 2020 airfare. (77HQMWW) Alliance 2020</td> <td>Ticketed</td> <td>03/28/2020</td> <td>04/01/2020</td> <td>Cancel Trip</td> </tr> </tbody> </table>	Trip Name/Description	Status	Start Date	End Date	Action	Alliance 2020 airfare. (77HQMWW) Alliance 2020	Ticketed	03/28/2020	04/01/2020	Cancel Trip
Trip Name/Description	Status	Start Date	End Date	Action							
Alliance 2020 airfare. (77HQMWW) Alliance 2020	Ticketed	03/28/2020	04/01/2020	Cancel Trip							
<p>Please note:</p>	<p>When you cancel a trip, if your ticket is refundable, your ticket will be voided or refunded, as applicable. If your ticket is non-refundable, and you cancel it in accordance with the airline rules, an e- ticket will be retained that you can apply to future trips.</p> <p>If you didn't book your trip using Concur or directly with Christopherson, you will need to contact the appropriate website or vendor directly to cancel those reservations.</p>										
<p>Next, click on "Requests" up at the top of the screen.</p>											

Click into the request you want to cancel.

Please add "Covid-19" in the comments box. This will help us to track all canceled trips.

Request/Trip Name: Test Conference
 Trip Type: 2-Out-of-State
 Travel Start Date: 11/22/2019
 Travel End Date: 12/05/2019
 Traveler Type: 1-Faculty
 Trip Purpose: Other
 If Faculty, is class covered?: NA
 Person: n/a
 Final Destination Country: UNITED STATES
 Are you travelling to a banned state?: No
 Comments To/From Approvers/Processors: COVID-19
 Business Unit: (HMCMP) HMCMP - Humboldt State Uni
 Fund: (HM500) HM500 - OPERATING FUND
 Department: (D30003) D30003 - ACCOUNTS PAYABLE
 Program:
 Project:

Click on "Cancel Request".

Please enter "Covid-19" in the comment box.

SAP Concur | Requests | Travel | Expense | Reporting | App Center
 Administration | Help | Profile |
 Manage Requests | New Request | Process Requests | Quick Search
 Request 47G3
 Create Expense Report | Attachments | Print / Email | Cancel Request | Close/Inactivate Request
 Status: Approved
 Request/Trip Name: Training Request 2020
 Request Header | Segments | Expense Summary | Approval Flow | Audit Trail
 No approvers were found for cost object 48100 - Accounts Payable (SA-SACST-MDS01-48100).
 Request/Trip Name: Training Request 2020
 Trip Type: 1-In-State
 Travel Start Date: 02/01/2020
 Travel End Date: 02/03/2020

If you have non-refundable charges associated with this request, you will still need to complete an Expense report.

Start by clicking on Requests at the top. Then click on the blue "View" button to select, "Cancelled Requests."

SAP Concur | Requests
 Manage Requests | New Request
 Cancelled Requests
 View
 Unsubmitted Requests
 Active Requests
 Pending Requests
 Approved Requests
 Cancelled Requests
 Closed/Inactivated Requests

To start an expense report, click on "Expense" in the Action column

Complete your Expense report as normal.

<input type="checkbox"/>		CSU Business Conference 2020	43J4	Cancelled	04/10/2020	02/13/2020	\$1,734.50	\$1,734.50	\$1,734.50	Expense
					04/16/2020					

Important: Don't place airfare purchased with personal card onto this expense report. This cost will only be reimbursed if airline credit was used for another university business trip. Reimbursement for the original purchase will take place on the expense report where the credit was used. Please make sure to keep original airfare receipt as you will need it to serve as proof of payment for the credit exchange.