

# Canceling a reservation in Concur

The screenshot displays the myCWT user interface. At the top, the navigation bar includes 'HOME', 'MY TRIPS', 'CWT ANALYTICS', 'ADMIN', 'My Account', and 'MY TRAVEL PROFILE'. A personalized greeting reads 'Hello Elizabeth, book your next trip' with a 'BOOK NOW' button. Below this, a section titled 'Your upcoming trip' shows a travel itinerary for June 6-7. The itinerary includes an American Airlines flight from Florence, FL to Tampa, FL, a layover in Charlotte, NC, and a stay at the Holiday Inn Express in Lakeland, FL. A red arrow points to the 'BOOK NOW' button.

myCWT

HOME MY TRIPS CWT ANALYTICS ADMIN My Account MY TRAVEL PROFILE

Hello Elizabeth,  
book your next trip

BOOK NOW

Powered by Concur

Your upcoming trip: Lakeland Regional, Florida | Jun 6 - Jun 7 (2 days)

MAP

WED, JUN 6  
American Airlines 48...

FLO 6:00 AM  
WED, JUN 06  
Florence Airport,  
Florence, US

Layover  
SLM  
Change of  
terminal is  
required

American Airlines 1813

CLT 7:50 AM  
WED, JUN 06  
Douglas Airport,  
Charlotte, US

TPA 9:30 AM  
WED, JUN 06  
Tampa International  
Airport, Tampa, US

Hertz  
Confirmation#: H65809044E...

PICK-UP  
9:30 AM  
WED, JUN 06  
TPA

DROP-OFF  
7:22 PM  
THU, JUN 07  
TPA

HOLIDAY INN EXP STES LAKELAND S  
3405 SOUTH FLORIDA AVENUE LAKELAND FL 33803

CHECK-IN  
WED, JUN 06  
Room Type: QNSOP  
Confirmation#: 26093129

CHECK-OUT  
THU, JUN 07

8:59 AM  
5/18/2018

**Make sure from myCWT you access  
Concur by selecting Book Now**

Home x  
www.concursolutions.com/home.asp  
load

**SONOCO**  
Hello, Elizabeth U4  
View Trips

**TRIP SEARCH**

Flight Search  
Round Trip One Way Multi City  
From: Departure city, airport or train station  
To: Arrival city, airport or train station  
**Search**  
Show More

**ALERTS**

Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triplt. [Connect to Triplt](#) Not right now

The power of Concur, all in one app. [Download](#)

**COMPANY NOTES**

Thank you for using Concur! Booking online = Savings to Sonoco!

**Your Travel Profile** - To update your profile, go to the Sonoco CWT Portal page, click on the orange update your profile button in the upper right corner.  
Travelers please check your traveler profile to confirm that your date of birth, gender, full name fields and mobile phone numbers have been completed. Many airlines will not

[Read more](#)

**MY TRIPS (4)**

JUN 06-07	Highland Plant City Visit - Integration Meeting	More
JUN 18-21	WBENC National Conference Detroit	More
JUN 18-21	WBENC National Conference Detroit	More
JUN 18-21	WBENC National Conference - Marc Ensign hotel reservation	More



**Select the trip you want to cancel**

### Trip Summary

- Finalize Trip**
  - Review Travel Details
  - Enter Trip Information
  - Submit Trip Confirmation

## Travel Details

### TRIP OVERVIEW

I want to...  
[Print Itinerary](#)  
[E-mail Itinerary](#)  
[Open in Outlook](#)  
[View Trip History](#)  
[Create Template](#)  
[Clone Trip](#)  
[Share Trip](#)  
[Cancel Entire Trip](#)

**Trip Name:** Highland Plant City Visit - Integration Meeting [\(Edit\)](#)  
**Start Date:** June 06, 2018  
**End Date:** June 07, 2018  
**Created:** May 06, 2018, Elizabeth Mozley (Modified: May 18, 2018)  
**Description:** (No Description Available) [\(Edit\)](#)  
**Agency Record Locator:** WZOU DK  
**Ticket Number(s):** 0017141724160  
**Passengers:** Elizabeth Love Mozley  
**Total Estimated Cost:** \$683.44 USD [\(Details\)](#)  
[Change frequent flyer program](#)

**Add to your Itinerary**  
 Car Hotel

### RESERVATIONS

Wednesday, June 06, 2018

**Flight** Florence, SC (FLO) to Charlotte, NC (CLT) [Change](#)

**American Airlines 4843**  
Operated by MONT AIRLINES AS AMERICAN EAGLE

**Departure:** 06:59 AM  
Florence Airport (FLO)  
Duration: 55 min  
Nonstop  
**Confirmation:** WZOU DK  
Status: Confirmed  
Air Frequent Flyer Number: AA-7F14NB0

**Seat: 4A (Confirmed)**  
[Change seat](#)

**Arrival:** 06:59 AM  
Charlotte Airport (CLT)

**Additional Details**  
Aircraft: Embraer RJ145  
E-Ticket  
Cabin: Economy (N)  
Distance: 100 miles

51 min layover at Charlotte Airport (CLT)

**Flight** Charlotte, NC (CLT) to Tampa, FL (TPA)

