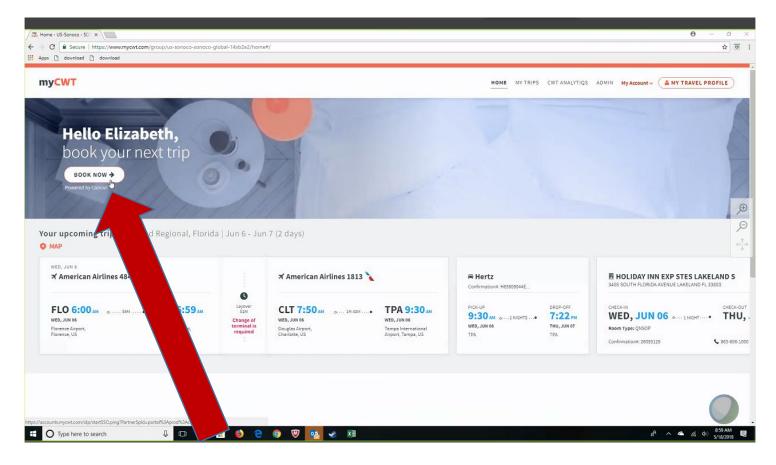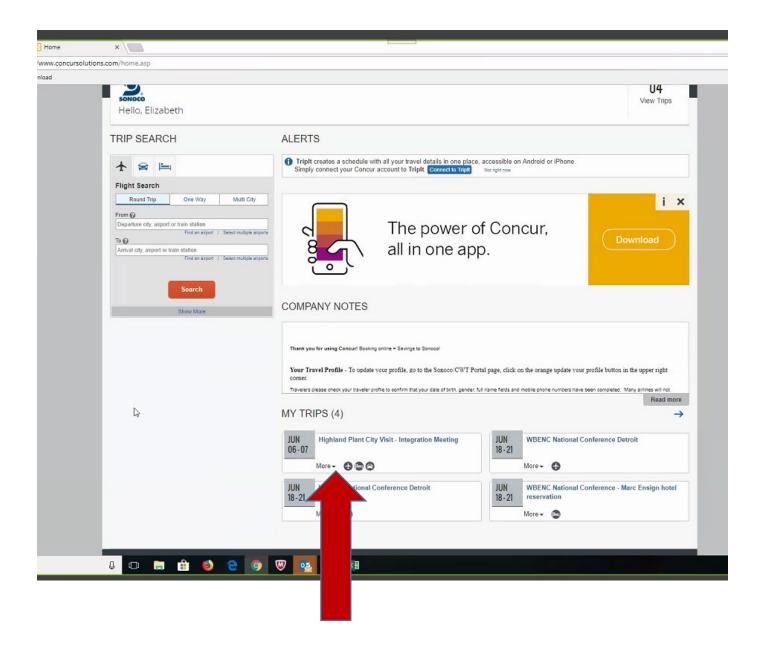# Canceling a reservation in Concur

Make sure from myCWT you access
Concur by selecting Book Now

Select the trip you want to cancel

utions.com/TravelWizard/twShowTrip.asp?cbsid=32442%2E44&HTTP_REFERER=%2Ftravelwizard%2Fwizard_processing%2Easp

SAP Concur [C] | Travel | App Center

Help ▾

Profile ▾ 👤

Travel   Trip Library   Templates   Tools

Travel Details

Trip Summary

✓ **Finalize Trip**

Review Travel Details
Enter Trip Information
Submit Trip Confirmation

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: WZOUDK
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

RESER   IS

Wednesda   16, 2018

✈ Fli   Florence, SC (FLO) to Charlotte, NC (CLT)   Change

Ame   ines 4843
Operate   MONT AIRLINES AS AMERICAN EAGLE

Departu   AM
Florence A
Duration: 59
Nonstop

Confirmation: WZOUDK
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)

WmdzWGWzY0d9A75Q3xgtusMktCKXc4V2jPc&sAction=cancel&tripID=gWsNnnFcSXlZ2$pV1$sJRdtiAyX8BlCl9keKYM', 'ApprovalWin')