MODIFY OR CANCEL A TRIP

Modify

Making some booking modifications (e.g. adding a segment) is dependent on the Request's approval status.

If Request is not approved:

- 1. Recall the Request
- 2. Make the necessary changes to Expected Expenses
- 3. Resubmit for approval
- 4. Book from the modified Request once approved

If Request is approved:

- 1. Do not Recall the Request as this could affect bookings made in UF GO; instead, contact WTS (World Travel Service) to make the necessary changes to the booking
- 2. It is not necessary to submit a new Request; instead, changes are reflected on the Report

Cancel

Bookings established through UF GO are cancelled in UF GO. Cancellations may result in fees or penalties. Whether or not those fees and penalties are considered a "reimbursable expense" is dependent on UF Travel Directives.

- 1. Select Trip Library in the Travel module to view upcoming trips
- 2. Click the "Cancel Trip" link in the Action column for the trip

SAP Concur 🖸 Requests Travel Expense Appr	ovals App Cer	iter		F	hofile 🔻	
Travel Arrangers Trip Library Templates Tools						
Trip Library						
Search Trip Names Dates To Use: Date Range Booking Dates O Travel Dates [][01/10/2020]	07/10/2020 Inc	olude withdrawn trips Searco	3			
Trip Name/Description	Status	Date Booked	Start Date	End Date	(Action
Slavik, J 10/20-10/25 SEA (HR2FGE) Centur (Ticketed	07/10/2020	10/20/2020	10/26/2020		Cancel Trip
O Manage your trip details in one place.						

- 3. A popup notification with a warning appears: Read the warning carefully, paying special attention to notifications regarding lodging
 - a. If the trip is cancelled on the day the trip is scheduled to commence, the user must contact the hotel directly to cancel
 - b. If any portion of the trip was booked outside of UF GO or WTS (World Travel Service) (e.g. lodging or car rental), that portion is cancelled directly through the vendor, not UF GO

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UF GO Travel & PCard System

Item Name: Con		
Cano		
Trip Description Meeting Name	WARNING: You are about to withdraw your request. If you do this, all reservations (including flight, hotel, rental car, and rail) will be	
Submitted By:	cancelled.	
Submitted on:	If you cancel a trip on the day of the planned trip and have hotel	
Last Ticket Date:	call the hotel directly or risk paying a no-show charge. Concur	
Are you using Feder	cannot cancel hotel reservations made when you contacted the hotel directly.	
Do you want CTM to hotel?	If you have any questions, please contact your travel agent.	
Send CTS Authoriza' Vendor	If you are SURE that you want to withdraw this request then please click OK. Otherwise, click CANCEL.	
Approval Status/Hist		
History/Notes:	please type them below and click OK.	ravelerOne
_		0 at 01:41
	Cancel OK	

- 4. Click "OK" to confirm trip cancellation; the user can add comments for reporting purposes (not required)
- 5. DO NOT add comments in "Comments for the Travel Agent" as that results in an agency fee; instead, click "Send this trip to a travel agent to cancel" to complete cancellation

This	trip has air travel that has been ticketed.
Atra	vel agent may be able to refund all or part of this trip.
Trip F	Record Locator : HFKGIL
Come	sents for the Travel Agent
	Send this trip to a travel agent to cancel before to Travel Center

- 6. If cancelled during the free cancellation period, the charge (if present) is voided and no longer in Available Expenses
- 7. If cancelled outside the free cancellation period, associated cancellation expenses are added to Available Expenses



For additional Assistance

Technical Issues

The UF Computing Help Desk 352-392-HELP <u>helpdesk.ufl.edu</u>

Travel Policies and Directives Travel Office 352-392-1241 travel@ufl.edu

PCard Policies & Questions PCard Team (352) 392-1331 pcard@ufl.edu