

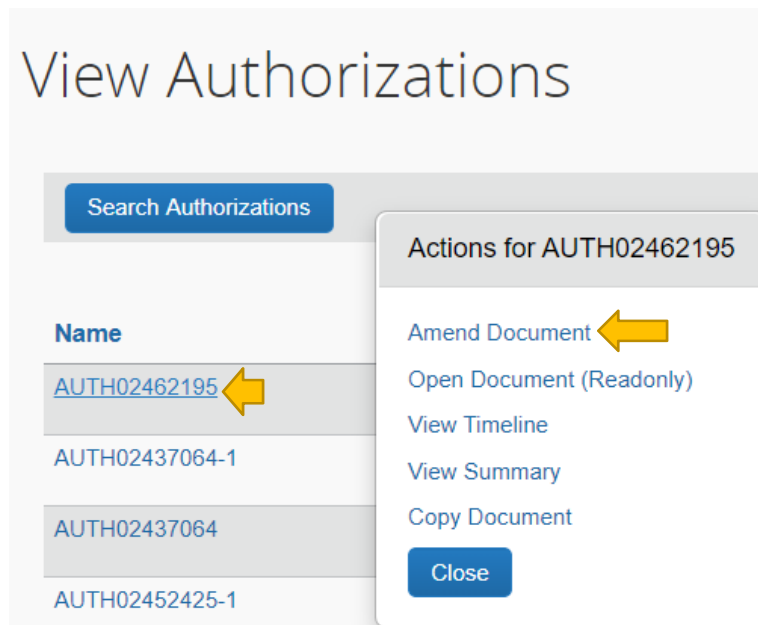
# CONCUR QUICKGUIDE

## CANCEL AN AUTHORIZATION – NO AIRFARE

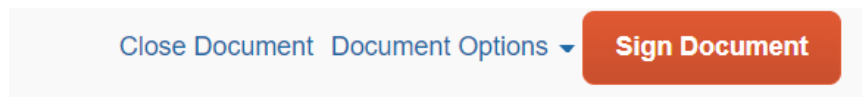
At times, you will need to cancel an authorization when travel plans change. The steps below should be followed to cancel an authorization that does not contain any airfare:

First, be sure that any hotel reservations were not made through Concur or BCD. **If reservations were made through the system or through BCD, a reservation fee of \$7.66 was charged to the traveler's card when the authorization was approved, and you will have to voucher out the trip to pay the fees.**

If there are no hotel reservations, or if hotels were reserved outside of the system, create an amendment by clicking on the authorization number from the Authorization tab, then selecting "Amend Document from the drop down:



Once the document is open, click 'sign document.' ***Do not remove expenses from the authorization.***



Click the link that says "Change" next to the SIGNED status on the 'Apply Status Page:

Apply Status


Document Name (AUTH02437064-1) **Amendment**

**i** Complete all required information and sign your document to initiate the approval  
[Page Help](#)

\*Required

Status To Apply\*

**SIGNED** [Change](#)

Comments 

500 characters left

A drop down list will appear. Scroll all the way to the bottom and select "\_CANCELLED."

Status To Apply\*

SIGNED

CERTIFIED

COMPLETED

CONDITIONAL APPROVAL

CONFERENCE APPROVED

DIVISION HD APPROVED

FGN TRVL APPROVE

FGN TRVL COORD APPD

FGN TRVL REVIEW

FUNDS AVAIL CHECK

FUNDS AVAILABLE

FUNDS VALIDATED

INVITATIONAL APPD

PREMIUM AIR APPROVED

PREMIUM TRAVEL APPRO


PREPARED

RECOMMENDED

RETURNED

REVIEWED

SPONSORED APPROVED

**\_CANCELLED** 

Then sign the document.

This will completely cancel the authorization and deobligate the funds.

# CONCUR QUICKGUIDE

## CANCEL AN AUTHORIZATION – WITH TICKETED AIRFARE

At times, you will need to cancel an authorization when travel plans change. The steps below should be followed to cancel an authorization that contains airfare that has been ticketed:

### IF AIRFARE HAS BEEN TICKETED:

1. Be sure you are 'acting as' the traveler, then select "Upcoming Trips" from the Shortcuts Menu on the left side of the screen.
2. Verify that the trip has been ticketed by checking the Status of the trip, and note the trip locator:

Travel Alerts						
You haven't signed up to receive e-receipts. <a href="#">Sign up here</a>						
Important Information		Upcoming Trips				
Trip Name/Description	Authorization Number	Status	Start Date	End Date	Action	
Trip from Denver Int'l Airport, Denver, CO to Houston George Bush Intercontinental Airport, Houston, TX (JRV45C) <i>Working from the College Station AFM office 3/24/20 - 3/27/20</i>	A1GROA	Ticketed	03/23/2020	03/27/2020	Cancel Trip	
Trip from Denver to Lubbock (QS9VDT) <i>Conduct Consolidated Assistance Review Evaluation (CARE) review for Lubbock, TX (4/13/20 - 4/17/20)</i>	A1HB5K	Confirmed	04/13/2020	04/17/2020	Cancel Trip	

3. **Contact BCD Travel at 800-877-6120**, and cancel the tickets with the BCD Representative. You will need the trip locator and traveler's email address.
4. If the trip has hotel reservations, contact the hotel directly and confirm that the reservation has been cancelled to avoid any no-show fees. Obtain a cancellation number and notate the name of the person you are speaking with and the date. If possible, have the hotel email a cancellation confirmation to you for your files.
5. When completed, the cancellation may generate an amendment in Concur:

Name	Type	TA Num	ID	Trip Name
AUTH02462195-1	Auth	A1HB5K		Trip from Denver to Lubbock
AUTH02462195	Auth	A1HB5K		Trip from Denver to Lubbock

6. If an amendment was generated, contact your Travel Specialist. He or She will be able to delete the amendment.
7. After the amendment is deleted, create a voucher.
  - a. If your ticket was non-refundable, you will need to voucher out the cost of the ticket and the BCD ticketing fees.
  - b. If the ticket was fully refundable, you will need to voucher out the ticketing fees only.

- After creating the voucher, go to the General Tab. Change the Travel Dates and the Itinerary Locations dates to the same day (use today's date), and change the Trip Duration to "12 Hours or Less". Check the box at the bottom to Reset Perdiem Conditions, and select "Save Changes." This will remove all hotel and M&IE expenses from the auth:

**Trip Information**

Trip Duration: 12 hours or Less  Allow changes to shorten trip?

Depart Selection:  Depart From:

Return Selection:  Return To:

**Travel Status**

Begin in travel status  End in travel status (Interim Voucher)

**Itinerary Locations**

	From	To	Itinerary Location
●	03/11/2020	03/11/2020	FORT COLLINS, CO

**Travel Dates**

Begin Travel\*: 03/11/2020 End Travel\*: 03/11/2020

← Previous  Reset Per Diem Conditions

- Go to the Expenses & Receipts Tab, and delete any remaining expenses. **REMINDER:** If the ticket was non-refundable, the expense should not be deleted from the list:

**Manage your expenses and receipts.** Add new, edit, delete, or itemize existing expenses...  
View more | Page Help

**Expense List**

For Delete: [Select All](#) [Deselect All](#) Currency: U.S. Dollar

#	Alert	Actions	Delete	Date	Source	Expense Description	Amount	Type
1			<input type="checkbox"/>	10/23/2019		Estimated TDY Voucher Fee	14.75	RO
2			<input type="checkbox"/>	03/11/2020		AIR FARE	804.60	
3			<input type="checkbox"/>	03/11/2020		TMC FEE	35.95	

- Process the voucher as normal. Upload the BCD ticketed receipt and signed copy of voucher, then T-Enter to submit the voucher for approval.