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 Concur; instead, contact CTM 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

Bookings established through Concur are cancelled in Concur. Cancellations may result in fees or penalties. Whether or not those fees and penalties are considered

b. If any portion of the trip was booked outside of Concur or CTM (e.g. lodging or car rental), that portion is cancelled directly through the vendor, not Concur
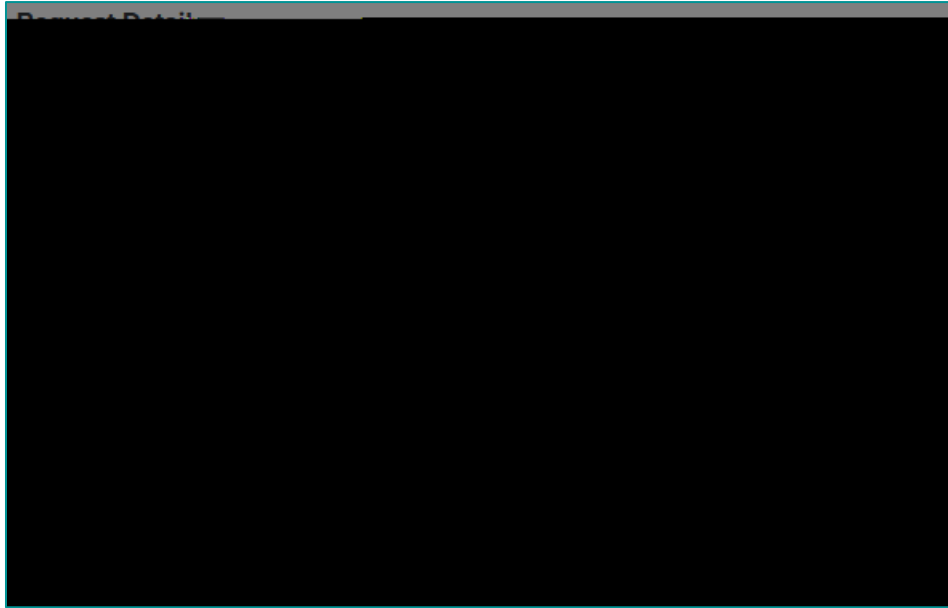
4. Click "OK" to confirm trip cancellation; the user can add comments for reporting purposes (not required)
5. If cancelled during the free cancellation period, the charge (if present) is voided and no longer in Available Expenses
6. If cancelled outside the free cancellation period, associated cancellation expenses are added to Available Expenses