This QRC provides the steps needed to change or delete a booked travel reservation segment in Concur. Use these steps to change specific segments, not to cancel an entire trip (see QRC Cancel, Delete or Recall Travel Request).

### Log In To Concur

Go to the Employee Portal at [www.purdue.edu/employeeportal](http://www.purdue.edu/employeeportal).

Choose **Travel System (Concur)**.

Log in using Purdue career account login and password.

Click **Login**.

### Change Booked Travel Reservations in a Submitted Travel Request

Click **Travel**.
### Change or Cancel a Booked Travel Reservation Segment in Concur® Travel and Expense

<table>
<thead>
<tr>
<th>Click <strong>Upcoming Trips</strong>.</th>
<th>![Upcoming Trips Section]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the trip that has reservations that need to be changed.</td>
<td>![Trip Actions]</td>
</tr>
<tr>
<td>Click <strong>Change Trip</strong>.</td>
<td>![Change Trip]</td>
</tr>
</tbody>
</table>

**Air Segment Change/Cancellation**

| Click **Change This Leg** to edit flight segment. | ![Change This Leg] |
Enter changes to flight arrangements as prompted.

Click **Search**
Select new flight.

Click **Reserve**
Click **OK**.
| Click **Cancel all air** to cancel all flight reservations. | ![Message from webpage]

> Are you sure you want to remove all air segments?

![OK] ![Cancel]

Click **OK**.

### Rental Car Segment Change/Cancellation

Click **Change Date** to change rental car reservations or edit hotel reservation dates.

| Enter new **Pick-up** and **Drop-off** dates and times. | ![Change Date]

| Click **Change Date**.

| Click **Cancel this car** to cancel rental car reservations. | ![Cancel this car]
Click **OK**.

**Lodging Segment Change/Cancellation**

- **Click Change Date** to change hotel reservation dates.

- **Enter new Check-in Date** and **Check-out Date**.

- **Click Change Date**.

- **Click Cancel this hotel** to cancel hotel reservations.
Click **OK**.