

Travel Type	How to Cancel	Key Notes
Air Travel	<ul style="list-style-type: none"> <li>- Cancel via Concur or Fox World Travel before first flight</li> <li>- Contact Fox: 844-630-3853 / UWtravel@foxworldtravel.com</li> </ul>	<ul style="list-style-type: none"> <li>- Most unused tickets valid for 1 year (airline rules apply)</li> <li>- Fox stores unused tickets in traveler's profile</li> <li>- Depts handle non-employee/student cancellations</li> </ul>
Lodging	<ul style="list-style-type: none"> <li>- Cancel via Concur, Fox, or directly with hotel</li> </ul>	<ul style="list-style-type: none"> <li>- Policies vary by hotel</li> <li>- Avoid prepaid/non-refundable rates unless travel is confirmed</li> <li>- Reimbursement for penalties allowed with valid reasons</li> </ul>
Car Rental	<ul style="list-style-type: none"> <li>- Cancel via Concur, Fox, or directly with vendor (if not UW-booked)</li> </ul>	<ul style="list-style-type: none"> <li>- UW contract rentals (Hertz, Enterprise, National): <ul style="list-style-type: none"> <li>- No credit card needed</li> <li>- No penalty for cancellation/no-show</li> </ul> </li> </ul>
Conference/Other Travel	<ul style="list-style-type: none"> <li>- Cancel directly with the host/vendor</li> </ul>	<ul style="list-style-type: none"> <li>- Try to recover non-refundable/prepaid expenses</li> <li>- Keep documentation of cancellation/refund attempts</li> </ul>
Cash Advance (Cancelled Trip)	<ul style="list-style-type: none"> <li>- Reconcile if partially used</li> <li>- Return full amount by check if no expenses incurred</li> </ul>	<ul style="list-style-type: none"> <li>- No expense report needed if funds fully returned</li> <li>- Use expense report to reconcile partial use</li> </ul>
Need Help?	<ul style="list-style-type: none"> <li>- Contact your campus travel manager</li> <li>- Visit TravelWise</li> </ul>	<ul style="list-style-type: none"> <li>- Fox support: 7:00 AM - 7:30 PM CT, M-F</li> <li>- 24/7 phone support</li> <li>- \$20 fee for after-hours/weekends/holidays</li> </ul>