



University Travel Cancellation Guide

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