

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