Steps to modify and cancel travel arrangements that are on Hold or Booked.

To modify travel arrangements:

Please note that modifications can be made to travel arrangements that are on hold with no penalty. Modifications to booked travel is dependent on the cancelation or flexibility policy of the reservation selected and can result additional fees.

1. To access trips on Hold or Booked, select Trip List.

   ![Trip List Image]

   The Trip List will give you access to reservations that are on Hold or Booked. You will use the tabs to navigate to the trip you want to modify based on the trip’s status.

   If you need to modify travel arrangements for another traveler, you can select the Traveler on the right-hand side to view that user’s reservations that are on Hold or Booked.
3. **To select** the trip that needs modified, **click** on the **Name** of the trip to open the reservation.

4. **When the trip opens, select Modify to adjust the reservation.**
5. After selecting **Modify**, you will be given options for modification based on whether the travel is for airfare, hotel, car rental, etc..

For example, modifying airfare gives you the option to change your outbound and/or return flight by clicking the selection box to the left.

6. Make your new selections to your trip and follow the normal steps to make all subsequent changes based on the modification you have made.
7. Once all the trip modifications have been completed, select **Apply Modifications**.

To cancel travel arrangements:

Cancelation of booked travel is dependent on the cancelation or flexibility policy of the reservation selected and can result in a partial or no refund.

1. To access trips on **Hold** or **Booked**, select **Trip List**.
2. The Trip List will give you access to reservations that on Hold or Booked. You will use the tabs to navigate to the trip you want to cancel based on the trip’s status.

If you need to cancel travel arrangements for another traveler, you can select the Traveler on the right-hand side to view that user’s reservations that on Hold or Booked.

3. To select the trip that needs cancel, click on the selection box to the left-hand side of the trip and click Cancel Booking to open the trip detail.
4. Verify this is the trip you want to cancel and select **Next**.

5. Select **Cancel Trip** to finalize the cancellation.

*Please reach out to pcps@mail.wvu.edu with any questions.*