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## Cancelling an Itinerary



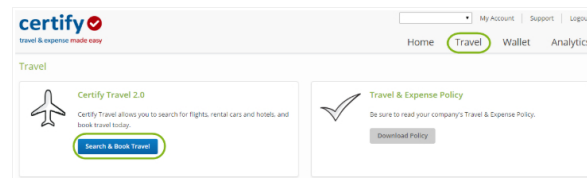
**Courtney O'Reilly**  
January 22, 2020 11:33

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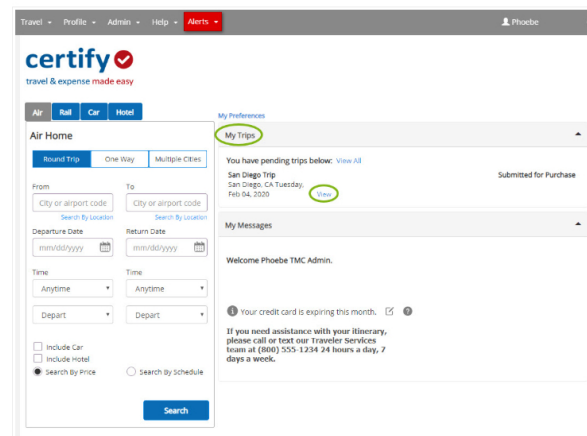
**Certify Travel** allows you to change or cancel your booked itinerary free of charge within 24 hours of initial purchase. This article shows you how to cancel your itinerary.

**Please Note:** Itineraries cancelled 24 hours after initial booking may incur cancellation/change fees issued by the vendor.

**Step 1:** On your account homepage, select the **Travel** tab. On the next page, click **Search & Book Travel**.

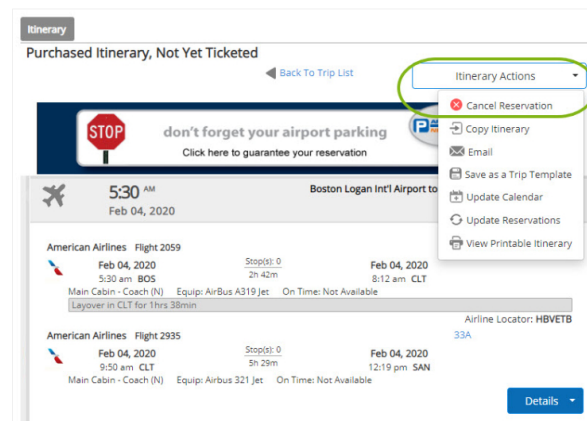


**Step 2:** On the right panel, in the **My Trips** section, select **View** for the trip you need to cancel.

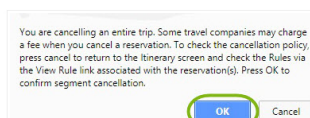


**Please Note:** if the trip is not listed in the menu bar, select **Travel** then select **Access a Trip**. In the **Pending Trips** section, select **View** for the trip you need to cancel.

**Step 3:** In the **Itinerary** section on the right, open the **Itinerary Actions** and select **Cancel Reservation**.

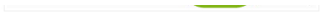


**Step 5:** Confirm the cancellation by selecting **OK**.



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