1. Select the ticket you would like to void or cancel from your Active Trips Window.

2. Click on Cancel / Exchange Flight
3. Select Cancel My Flight. If you are canceling the flight within the void window you will see the option to cancel and receive a refund even on a non-refundable flight. The void window is up until midnight the day following the booking (ie. 24 to 36hrs after the initial booking).
4. Confirm the credit is accurate and confirm cancelation

**Cancel Flight**

1. **Review the flight**

   **Traveler:** Joel Ennis

   **Flight:** Baltimore - Chicago

   6:01 am Depart Baltimore (BWI)  
   Arrive Chicago (ORD) 7:01 am  
   Thu 20-Aug  
   2hr 0mn  
   Nonstop flight  

   **UNITED 139**  
   Aircraft: Boeing 757-200

2. **Review the terms**

   - You are eligible to cancel this flight without incurring an airline penalty.
   - An airfare credit of $108.60 will appear on your credit card statement within 2 billing cycles (usually 60 days).
   - Any Egencia fees are non-refundable
   - New tickets must be purchased at current fares.

3. **Select an option**

   - Cancel flight now
   - Return to itinerary

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**Cancellation Confirmed**

Your flight has been successfully canceled.

**CANCELED FLIGHT DETAILS**

- **Itinerary number:** 2897837439
- **Booking ID:** EMVAQQ
- **Traveler:** Joel Ennis

**Flight:** Baltimore - Chicago

- 6:01 am Depart Baltimore (BWI)  
- Arrive Chicago (ORD) 7:01 am  
- Thu 20-Aug  
- 2hr 0mn  
- Nonstop flight  

**Refund Details**

- An airfare credit of $108.60 will appear on your credit card statement within 2 billing cycles (usually 60 days). Any Egencia fees are non-refundable.