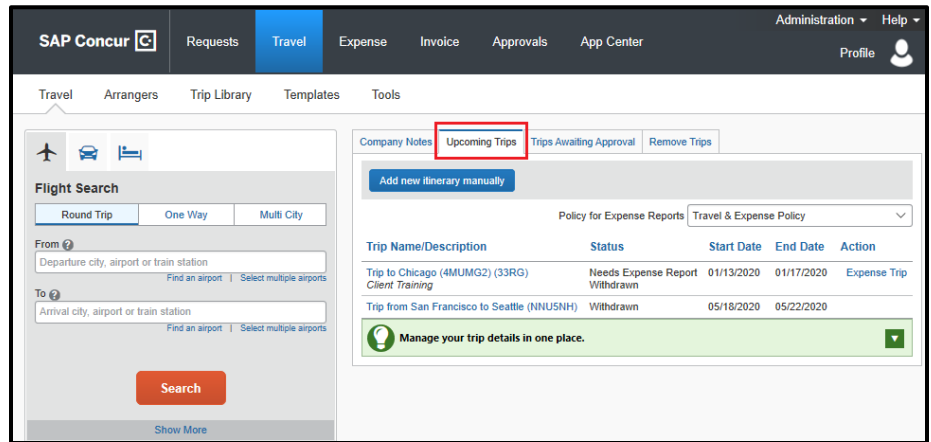


Changing a Purchased and Ticketed Trip

From the **SAP Concur** home page, from the **Upcoming Trips** tab, you can make changes to a purchased and ticketed trip.

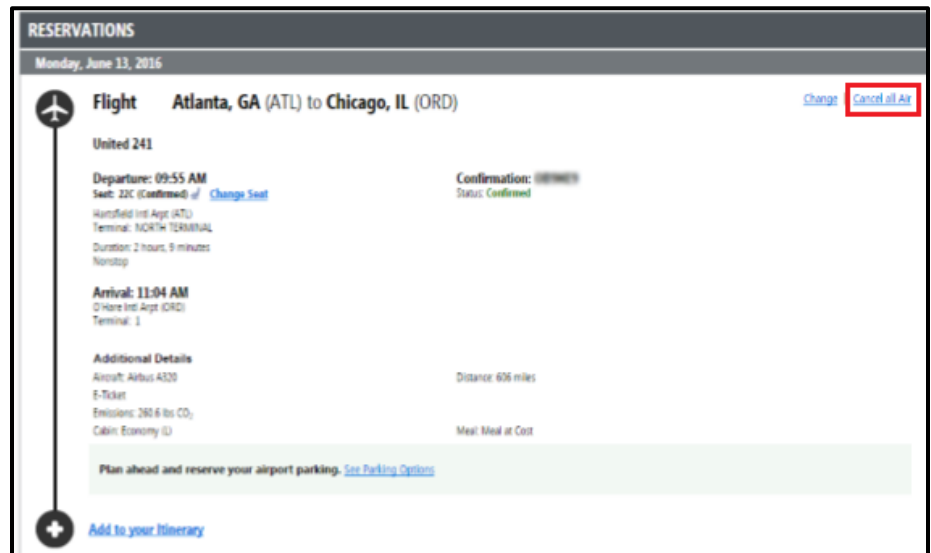
Note that certain scenarios may be influenced by third- or fourth-party participants. In some cases, you must contact the vendor/provider directly to change a purchased and ticketed trip.

1. To change an existing trip, on the **Upcoming Trips** tab, click the ticketed trip that you want to change.

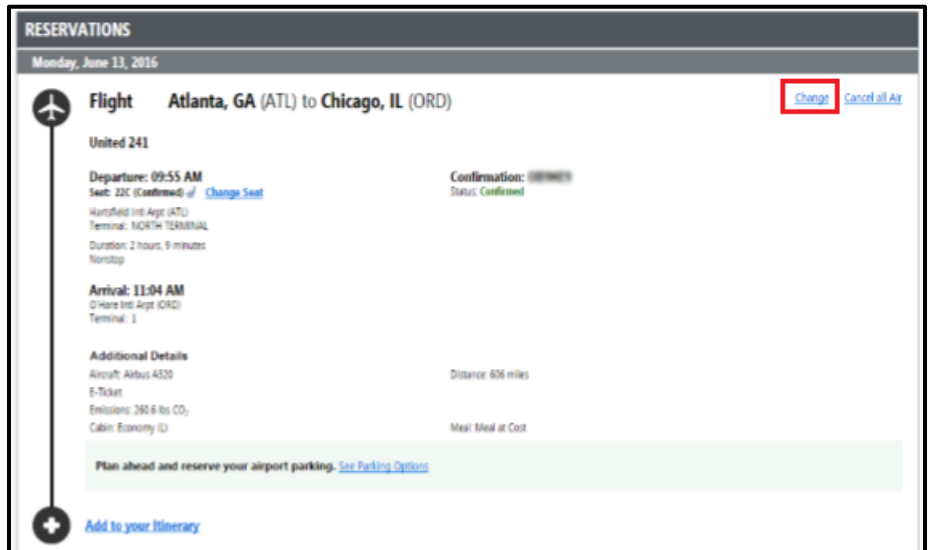


You can **Change** or **Cancel** a ticketed trip from your itinerary.

2. To cancel the entire trip, click **Cancel All Air**.



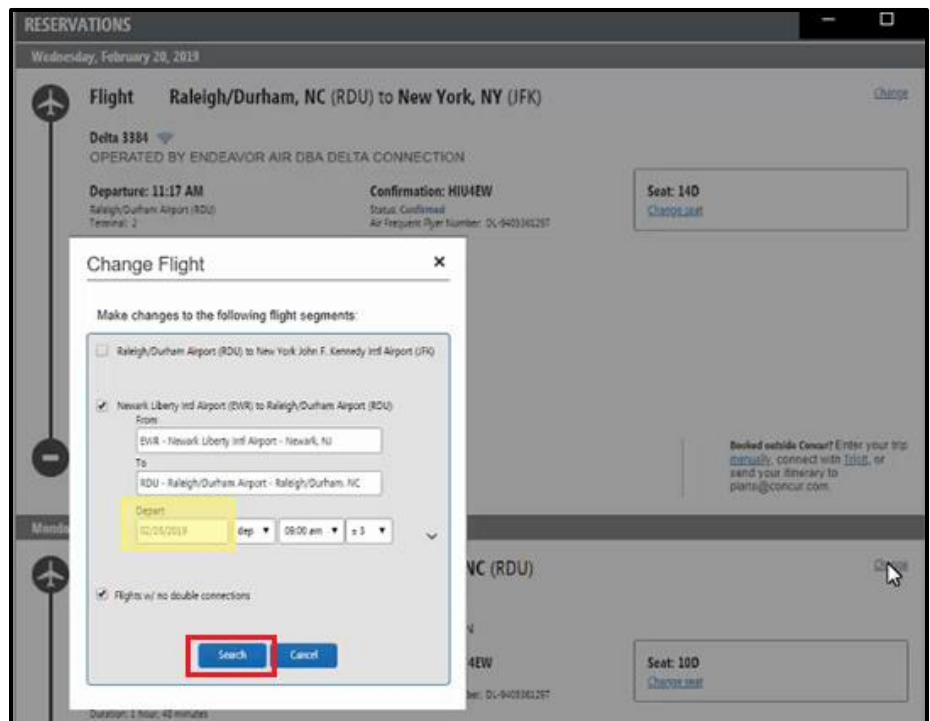
- To change a trip, from the itinerary, click **Change**.



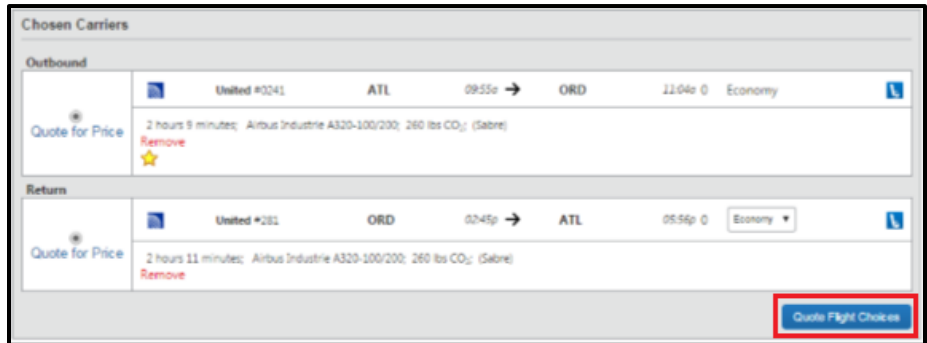
- In the **Change Flight** window, you can change either segment of your flight.

Concur Travel will automatically adjust any car or hotel reservations to match the days of the flight change.

- Select the day and time for your flight, and then click **Search**.

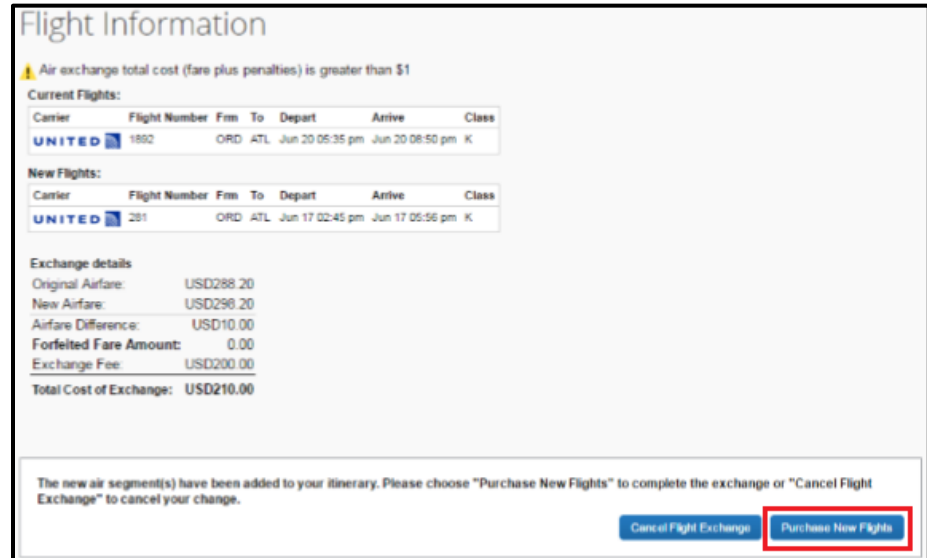


6. From the Chosen Carriers window, select from the new available flights, and then click Quote Flight Choices.

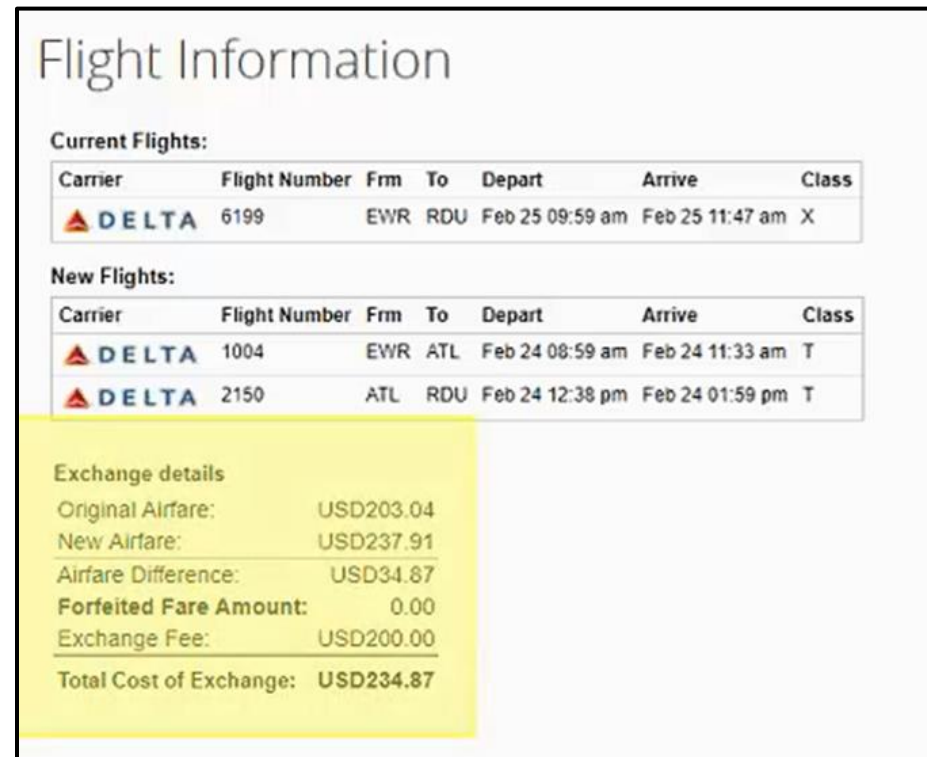


SAP Concur displays the new fares including any additional amount that is due, or credit that is available for a future trip.

7. Click Purchase New Flights. To cancel the trip, click Cancel Flight Exchange.



After you make the changes you will be able to see the original airfare, new airfare, airfare difference, exchange fee, and the total cost of the exchange



If the exchange costs more than purchasing a new ticket, SAP Concur displays a popup window.

8. Click **Purchase New Flights** to continue with the exchange.
To cancel the exchange, click **Cancel Flight Exchange**.

