

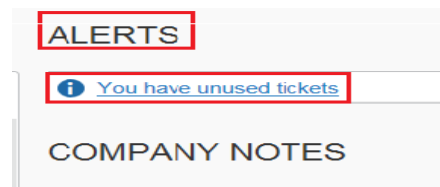
Utilizing Unused Tickets in Concur Travel

If you have any fully unused eTickets available, Concur Travel will *automatically apply* them towards your next purchase on that airline.

If you do not wish to use this ticket towards your next flight on that airline, you must call an agent rather than use Concur Travel. When you call the agent, please advise that you do not wish to use the available unused ticket.

There are two ways to see if you have any unused tickets in Concur before booking:



- 1) Check your travel home page for this link advising you have unused tickets.



- 2) If you click on this link, you will be shown the details of your unused tickets.

UnusedTickets

X

Carrier	Ticket Number	Credit	Expiration Date	Notes
 DELTA	7791913562	196.76	04/01/2017	Any eligible fully unused Etickets will be applied to this purchase - 7QMX2P
 DELTA	7793156140	251.26	04/22/2017	Any eligible fully unused Etickets will be applied to this purchase - 7QMX2P

3) During the booking process – after you price a flight – click “show details”

Compare List

Price	Carrier	Depart	Arrive	Stops	Duration
\$349.40	Delta	ATL Tue 7:15 am	DCA Tue 8:59 am	0	1h 44m
<input checked="" type="checkbox"/> Reserve		DCA Wed 2:00 pm	ATL Wed 4:00 pm	0	2h

remove ▾ more like this + **hide details**

Outbound flight: Atlanta, GA (ATL) - Washington, DC (DCA) Jan 17

Delta #1138	Hartsfield Intl Arprt (ATL) Depart: Tuesday, 7:15am	Ronald Reagan National... (DCA) Arrive: Tuesday, 8:59am
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Stops: 0 Duration: 1h 44m Coach: L McDonnell Douglas MD-90 210 lbs CO₂

Return flight: Washington, DC (DCA) - Atlanta, GA (ATL) Jan 18

Delta #2339	Ronald Reagan National... (DCA) Depart: Wednesday, 2:00pm	Hartsfield Intl Arprt (ATL)
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Stops: 0 Duration: 2h Coach: L

Ticket non-refundable - penalties may apply. Change fee
(Worldspan) [Fare Rules](#) [Unused tickets](#) **View more fares**

Frequent Flyer Programs: Delta -- 2202514101 Reserve

Use my default credit card: 'Air,Car,Hotel Card'. **hide details**

If you have an unused ticket you will have a link here – click the link for more details

If your unused ticket is on a direct connect web carrier such as Air Tran, Concur Travel will not display or apply the unused ticket. To utilize unused tickets on these carriers, you must always call an agent.

You may make use of Southwest Airlines Unused Tickets in Concur Travel.

When you have a Southwest unused ticket on file, you will be prompted with the following screen after selecting your desired Southwest flight in the airfare search results matrix

Trip Payment Information

Choose a ticket credit
These are ticket credits from previously canceled tickets at Southwest Airlines. You can use these as form of payment for your Southwest Direct Connect booking.

Add ticket

<input type="checkbox"/> DFHSDJ	Remaining: \$ 392.99
<input checked="" type="checkbox"/>	Valid Until: 04/08/2011

(*) This is an estimated amount.

Choose a credit card
Company cards are indicated by an asterisk (*).
Demo Visa* (...1111)

If a traveler has a ticket credit from a previously cancelled Southwest reservation in Concur Travel, it can be applied towards the purchase of the new reservation!