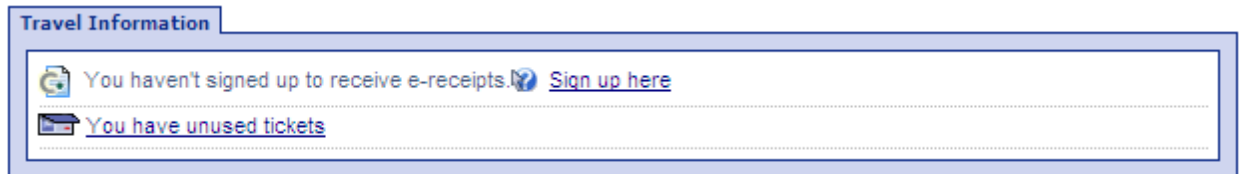


# Utilizing Unused Tickets in Concur

If you have a fully unused ticket available, you will see the following link in your Concur Travel Home page. **[You have unused tickets.](#)**



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



Carrier	Ticket Number	Credit	Expiration Date	Notes
 AA American Airlines	7558826106	455.20	02/20/2010	Any eligible fully unused Etickets will be applied to this purchase - MOULP5

Please note that Concur will *automatically apply* any eligible fully unused ticket 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. Concur will automatically apply the ticket if it is eligible. When you call the agent, please advise that you do not wish to use the available unused ticket.

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