



How to Change or View Available Seats for Airline Reservations

VIEWING AVAILABLE SEATS WHILE CREATING A RESERVATION

After entering your search information, locate the flight you are interested in and click on **Show Fares** or **Show Details** for that item.

The screenshot shows the Concur Travel interface. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The main content area is titled 'Atlanta, GA To Washington, DC Mon, May 4 - Wed, May 6'. On the left, there is a 'Trip Summary' section with 'Select Flights' and 'Finalize Trip' options. Below that is a 'Change Flight Search' section with fields for 'From' (ATL - Hartsfield Intl Arpt - Atlanta, GA) and 'To' (DCA - Ronald Reagan National Arpt - Washington, DC), and departure/return dates and times. The main search results area shows a table of flight options by carrier and type. A table below that shows 'Baggage Fee Policies' and a list of flight results. The flight results table has columns for Price, Carrier, Depart, Arrive, Stops, and Duration. A red arrow points to a seat icon in the first row of the flight results table, which is for Delta.

All	Southwest	Delta	American Airlines	Multiple Carriers	US Airways	United
121 results	6 results	16 results	--	--	--	--
22 results	6 results	16 results	--	--	--	--
99 results	6 results	4 results	14 results	51 results	17 results	7 results

Price	Carrier	Depart	Arrive	Stops	Duration
\$428.33	Delta	ATL 11:20 am	DCA 01:02 pm	0	1h 42m
		DCA 03:00 pm	ATL 04:56 pm	0	1h 56m

More detailed information regarding the flight will appear. The seat icon appears if the chosen airline allows access to view seats before booking the trip. Each airline has its own requirements for viewing available seats.

Click on the seat icon for the Outbound or Return to view available seats for each segment of your trip. Remember, if this is available at this point, it will be to view available seats only and not to select a specific seat.

Shop by Fares | Shop by Schedule | Sorted By: Policy - Most Compliant

Travel Inc. Online Support ~ for Concur Travel technical assistance dial 866-738-6444.

Expand All Details

Displaying: 20 out of 121 results. << Previous 1 2 Next >> | All

Price	Carrier	Depart	Arrive	Stops	Duration
\$428.33 Select	Delta	ATL	11:20 am → DCA	01:02 pm	0 1h 42m
		DCA	03:00 pm → ATL	04:56 pm	0 1h 56m

Compare | More like this | Hide details

Outbound flight: Atlanta, GA (ATL) - Washington, DC (DCA) Mon, May 4

Delta #0150	Hartsfield Intl Arpt (ATL) Depart: Monday, 11:20 am	Ronald Reagan National... (DCA) Arrive: Monday, 01:02 pm	Map
Stops: 0 Duration: 1h 42m Economy: U McDonnell Douglas MD-90			

Return flight: Washington, DC (DCA) - Atlanta, GA (ATL) Wed, May 6

Delta #1839	Ronald Reagan National... (DCA) Depart: Wednesday, 03:00 pm	Hartsfield Intl Arpt (ATL) Arrive: Wednesday, 04:56 pm	Map
Stops: 0 Duration: 1h 56m Economy: L Airbus Industrie A319			

Delta - (Worldspan)
Fare Rules
Ticket non-refundable - penalties may apply
Change fee likely applies (plus fare difference, see fare rules)

Your company credit card will be used to purchase this trip. [Select](#) | Hide details

Please note the Seat Map legend to determine which seats are available.

Seat Map

DELTA

Delta Flight: 0150 McDonnell Douglas MD-90
Hartsfield Intl Arpt (ATL) - Ronald Reagan National Arpt (DCA)
05/04/2015

[Close](#)

Legend:

- Available seat
- Occupied seat
- Preferential seat
- Exit row
- Leave vacant or assign last seat
- Selected Seat

Preferential seating is not generally available for discounted fares, or travelers without higher levels of frequent flyer status.

Seat assignment is subject to change up until time of departure.

Click the **Close** button in the upper right corner.
Click the seat icon on the next segment of your trip to view available seats.

IMPORTANT NOTES: Each airline has its own requirements for seat requests and some airlines may not make viewing or requesting seats available. If you are unable to request a seat during the TTE reservation process, go to the airline vendor's website to make your seat request. At any rate, seat assignment is subject to change by the airline.

SELECT OR CHANGE SEAT WHILE RESERVING THE FLIGHT

After completing your search and clicking **Select** to choose a flight itinerary, the *Trip Summary; Review and Reserve Flight* page displays.

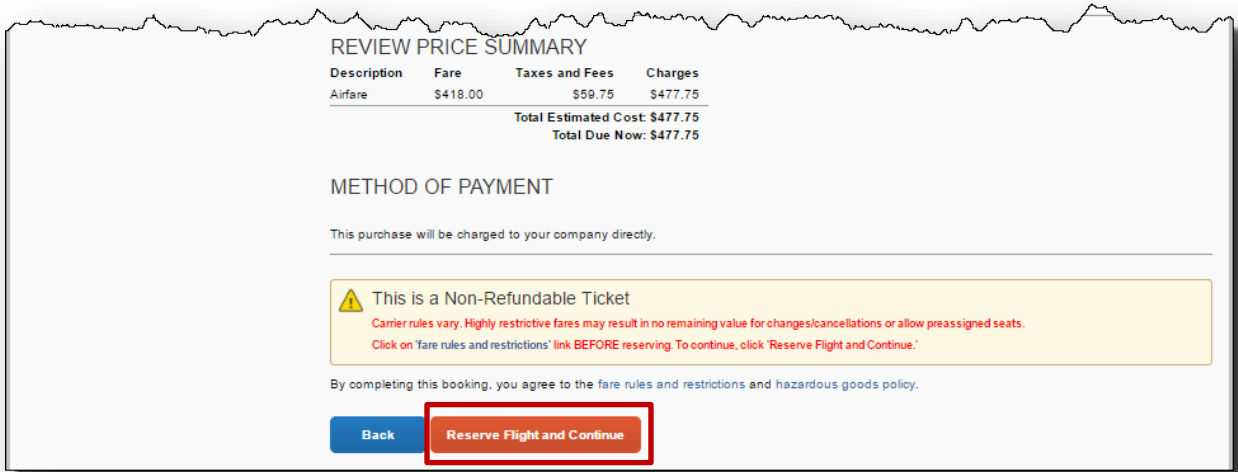
You will automatically be assigned a seat based on the entry you made in Travel Preferences in your TTE Profile. You can click on the View seatmap link to view available seats at this point, but you cannot change it from the *Review and Reserve Flight* page.

The screenshot displays the CONCUR interface for reviewing and reserving a flight. The top navigation bar includes 'CONCUR', 'Requests', 'Travel' (highlighted), 'Expense', and 'App Center'. The main content area is titled 'Review and Reserve Flight' and contains several sections:

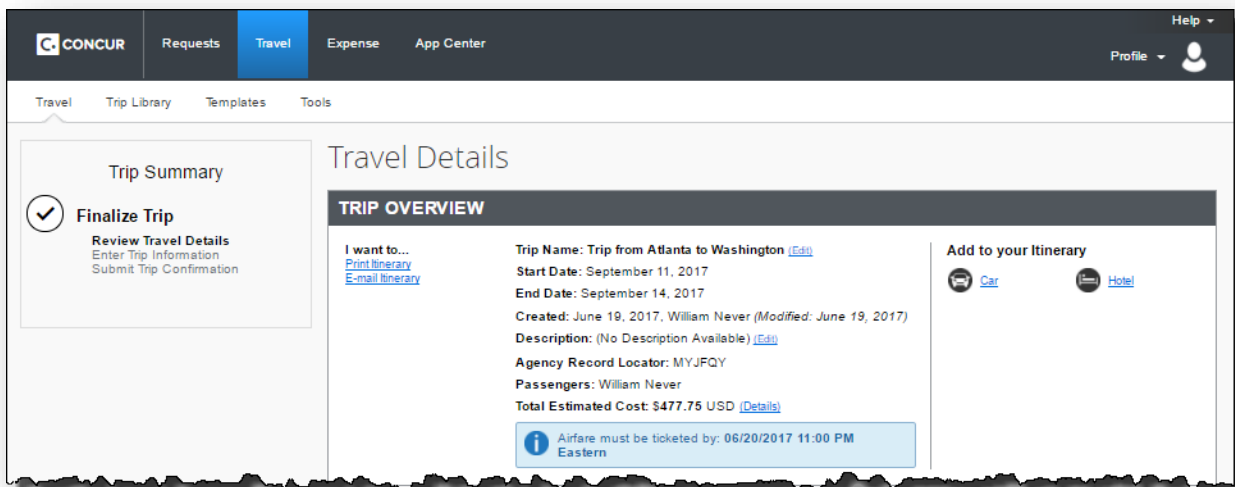
- Trip Summary:** Shows 'Flights Selected' for a Round Trip (ATL - DCA) with departure on Mon, 09/11/2017 and return on Thu, 09/14/2017. A 'Finalize Trip' button is visible.
- REVIEW FLIGHTS:** Lists the flight segments:
 - DEPART:** Mon, Sep 11 - Atlanta, GA to Washington, DC. Flight: Delta 150, Airbus Industrie A321. Departure: 11:06a ATL, Arrival: 12:49p DCA, Duration: 1h 43m.
 - RETURN:** Thu, Sep 14 - Washington, DC to Atlanta, GA. Flight: Delta 1963, Airbus Industrie A321. Departure: 04:15p DCA, Arrival: 06:15p ATL, Duration: 2h 00m.
- ENTER TRAVELER INFORMATION:** Includes fields for Primary Traveler (Name: William Never, Phone: (404) 463-0999, Email: dffgerald@sao.ga.gov) and Frequent Flyer Programs (Delta -- 2085741425).
- SEAT ASSIGNMENT:** States 'Seats will be automatically selected based on your profile preferences and can be changed on the Travel Details pages or any time after booking is complete.' A 'View seatmap' link is highlighted with a red box.

A red arrow originates from the 'Finalize Trip' button in the Trip Summary and points to the 'View seatmap' link in the SEAT ASSIGNMENT section.

Next you must reserve your flight choice by clicking on **Reserve Flight and Continue.**



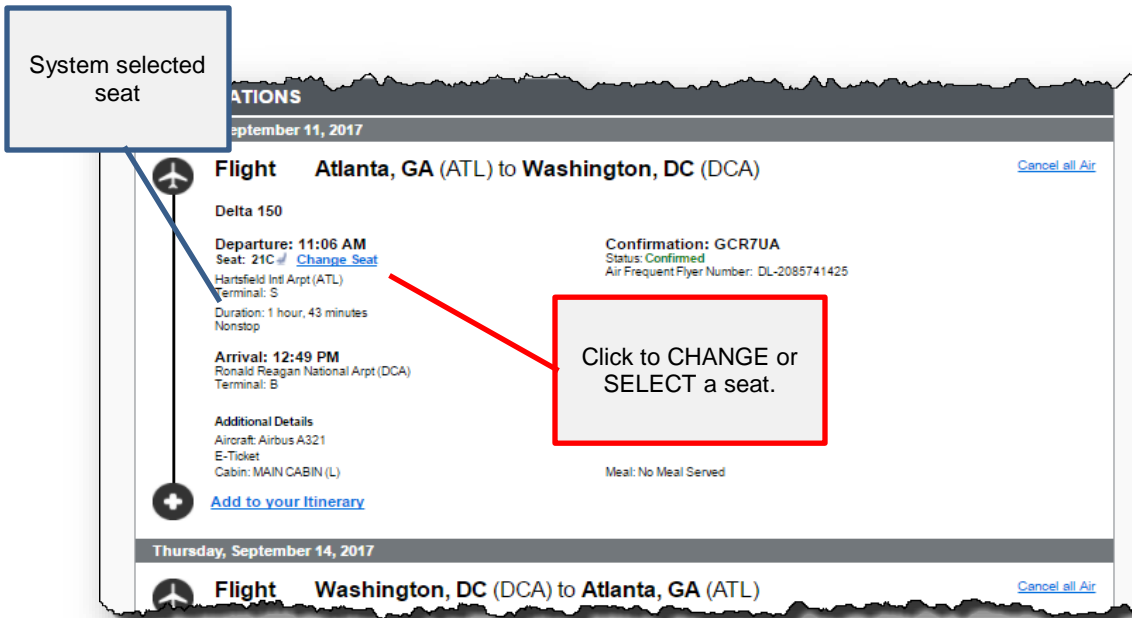
The *Travel Details* section of the *Trip Summary* page now displays:



Scroll down to view Reservations for each segment of your flight.

At this point you will be able to see the seats selected for you for each flight segment AND may change your assigned seat.

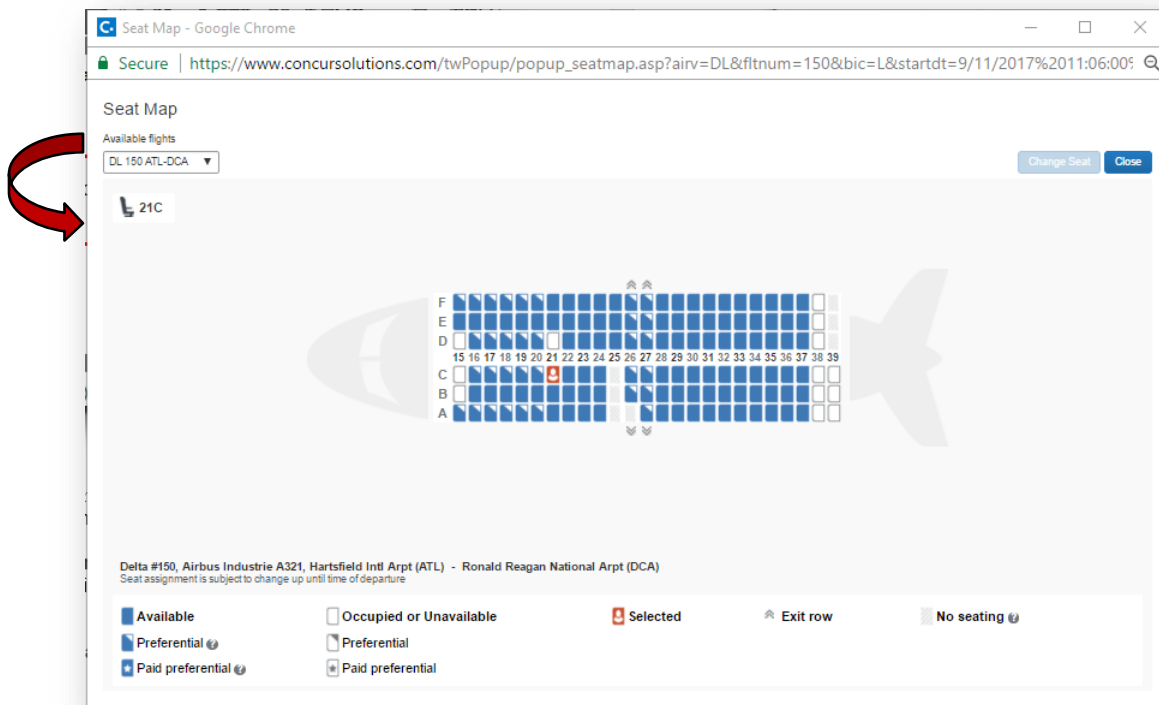
To change your seat click on the **Change Seat** link.



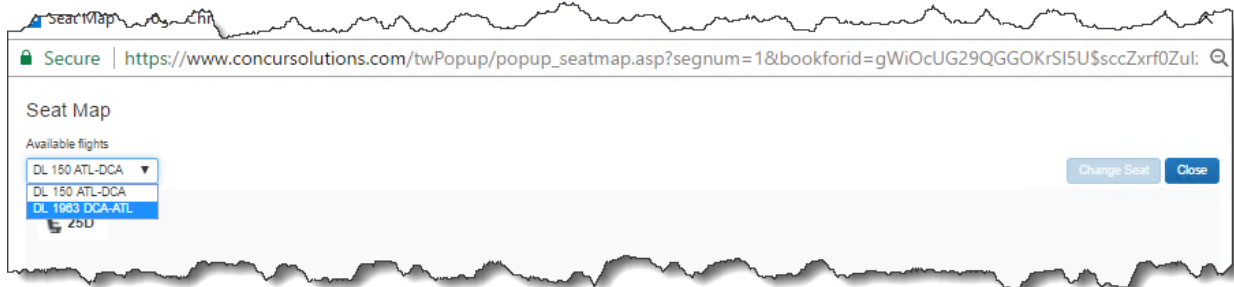
The Seat Map opens. The system selected seat below Available Flights and appears as a red-orange box with a person icon on the Seat Map itself.

Review the Seat Map legend to determine which seats are available. Click on the available seat you would like. Some airlines require you to be a member of a frequent traveler program to reserve some of the seats. The Statewide Travel Policy does not pay for any seating with an additional fee.

Click on **Change Seat** to change the seat.



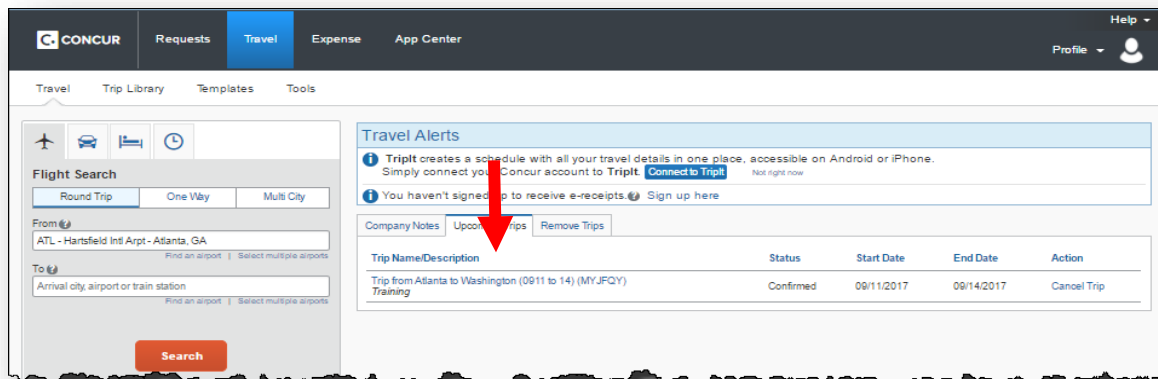
Click on the dropdown in Available Flights to change seats for any other segments of your flight itinerary and proceed with the same process as above. When done, click **Close**



Click on **Next** and complete the reservation.

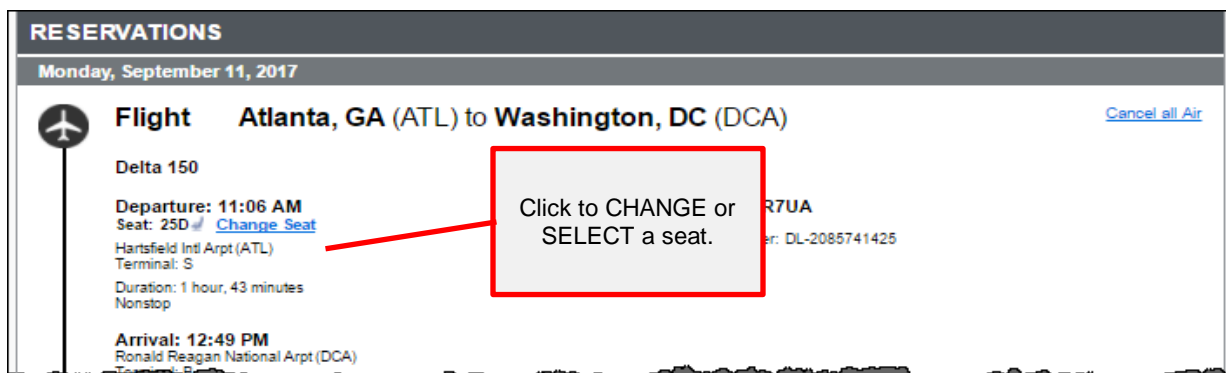
CHANGING A SEAT AFTER RESERVING A FLIGHT AND IT APPEARS UPCOMING TRIPS

From *Upcoming Trips* on the **Travel** tab or if available in *My Trips* on the **Concur** Home page, click on the reservation name with the flight you wish to change seats for.



The Travel Itinerary opens. Scroll to the flight segment you wish to change the seat for.

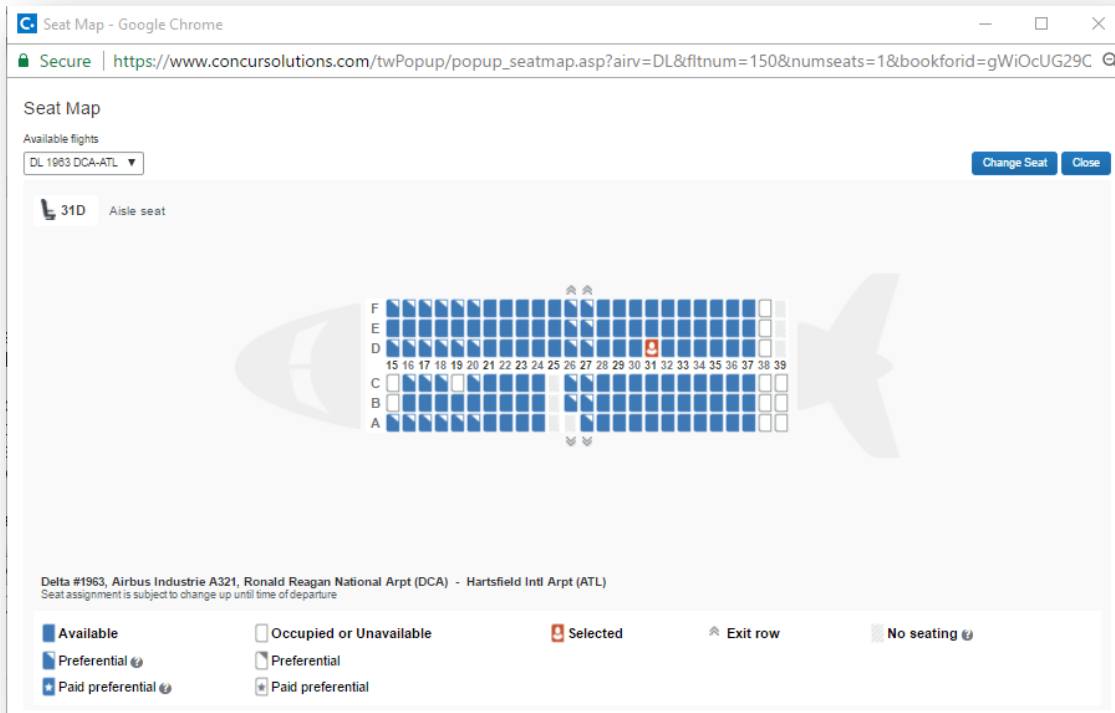
Click on the **Change Seat** link.



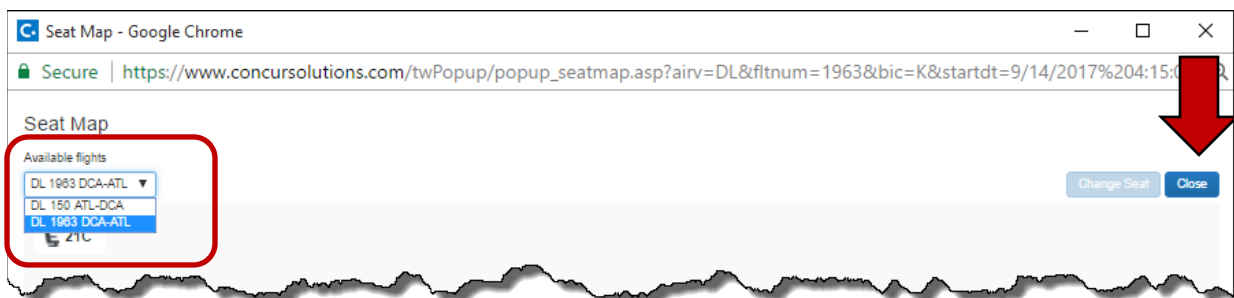
The Seat Map Opens. The previously selected seat appears below Available Flights and appears as a red-orange box with a person icon on the Seat Map itself.

Review the Seat Map legend to determine which seats are available. Click on the available seat you would like. Some airlines require you to be a member of a frequent traveler program to reserve some of the seats. The Statewide Travel Policy does not pay for any seating with an additional fee

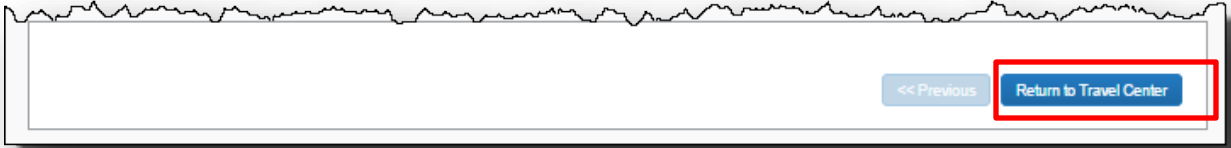
Click on **Change Seat** to change the seat.



Click on the dropdown in Available Flights to change seats for any other segments of your flight itinerary. When done, click **Close**.



When finished changing seats, scroll to the bottom of the *Trip Overview* section of the **Trip Summary** and click **Return to Travel Center**.



Your reservation has now been updated for the seat change.