



Utilizing Unused Tickets in Concur

DELTA, UNITED, etc. (all EXCEPT Southwest Air)

If you have a fully unused ticket available (*excluding Southwest Airlines*), you will see a link in Travel Alerts on the Concur Travel Home page. [You have unused tickets.](#)



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

UnusedTickets					×
Carrier	Ticket Number	Credit	Expiration Date	Notes	
DELTA	7882712140	402.55	06/22/2017	Any eligible fully unused Etickets will be applied to this purchase - 4OPBVU	

Please note that Concur will automatically apply any eligible fully unused ticket towards your next purchase on that airline. Concur will automatically apply the ticket if it is eligible.

If you do not wish to use this ticket towards your next flight on that airline, you must call and advise a Travel Inc. agent rather than use Concur. This will incur an additional service fee to your agency which will need to be imported to an Expense Report.

NOTE: When you search for flights, if you have an available unused ticket you will see an additional line indicating you have an available unused ticket for that particular airline.

Melbourne, Victoria , Australia To Sydney, Australia Tue, Oct 16 - Wed, Oct 17						Print / E-mail
Baggage Fee Policies						Hide matrix
All 90 results	Jetstar Airways	Qantas Airways	Tiger Airways	Virgin Australia	Regional Express	
Nonstop 80 results	12 results	40 results	3 results	25 results	--	
1 stop 10 results	--	--	--	--	10 results	
Unused Tickets 2 tickets	--	1 tickets	--	--	--	

SOUTHWEST AIR UNUSED TICKETS

If your unused ticket is with Southwest, Concur will not apply the unused ticket. To utilize the unused tickets, you must always call a Travel Inc. agent to book the air and have the unused ticket applied.