

Version Date: 10/27/16

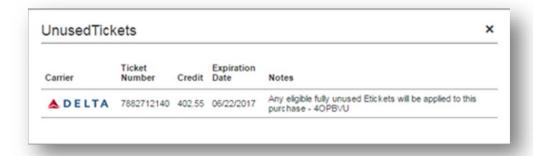
Utilizing Unused Tickets in Concur

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. <u>You have unused tickets</u>.



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



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.



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.

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