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.

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

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.