



# 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. A table below the carrier filters shows the number of results for each carrier and the number of results for different flight types (Nonstop, 1 stop). A 'Baggage Fee Policies' section is also visible. The flight details table shows a Delta flight from ATL to DCA on 05/04/2015 at 11:20 am, arriving at 01:02 pm, with a price of \$428.33. A red arrow points to a seat icon in the flight details table.

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 <a href="#">Select</a>	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 Arprt (ATL) Depart: Monday, 11:20 am	Ronald Reagan National... (DCA) Arrive: Monday, 01:02 pm	<a href="#">Map</a>
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 Arprt (ATL) Arrive: Wednesday, 04:56 pm	<a href="#">Map</a>
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 Arprt (ATL) - Ronald Reagan National Arprt (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', 'Approvals', and 'App Center'. Below this, there are sub-navigation options: 'Travel', 'Arrangers', 'Trip Library', 'Templates', and 'Tools'. The main content area is split into two columns. The left column, titled 'Trip Summary', shows 'Flights Selected' for a round trip from ATL to DCA, with an option to 'Finalize Trip'. The right column, titled 'Review and Reserve Flight', contains 'REVIEW FLIGHTS' with details for an outbound flight (Atlanta, GA to Washington, DC) and a return flight (Washington, DC to Atlanta, GA). Below the flight details is the 'ENTER TRAVELER INFORMATION' section, which includes a 'PRIMARY TRAVELER' form with fields for Name, Phone, and Email, and a 'Frequent Flyer Programs' section. At the bottom of the page is the 'SEAT ASSIGNMENT' section, which states that seats will be automatically selected based on profile preferences and can be changed on the Travel Details pages or by clicking 'View seatmap'. A red arrow points from the 'Finalize Trip' button in the Trip Summary to the 'SEAT ASSIGNMENT' section.

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

**SEAT ASSIGNMENT**  
 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. [View seatmap](#)

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**REVIEW PRICE SUMMARY**

Description	Fare	Taxes and Fees	Charges
Airfare	\$372.21	\$56.12	\$428.33
<b>Total Estimated Cost : \$428.33 USD</b>			
<b>Total Due Now: \$428.33 USD</b>			

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**METHOD OF PAYMENT**  
 This purchase will be charged to your company directly.

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**! This is a Non-Refundable Ticket**  
THIS IS A NON-REFUNDABLE FARE. Carrier rules may vary. Changes or cancellations may need to be made prior to first departure to retain ticket value. Select OK to continue.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

Back
Reserve Flight and Continue

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

**Trip Summary**

**Finalize Trip**

**Review Travel Details**  
[Enter Trip Information](#)  
[Submit Trip Confirmation](#)

**Travel Details**

**Trip Overview**

**I want to...**  
[Print Itinerary](#)  
[E-mail Itinerary](#)

**Trip Name:** Trip from Atlanta to Washington [\(Edit\)](#)

**Start Date:** May 4, 2015

**End Date:** May 6, 2015

**Created:** Apr 8, 2015, William Never *(Modified: Apr 8, 2015)*

**Description:** (No Description Available) [\(Edit\)](#)

**Agency Record Locator:** 75SUEV

**Passengers:** William Never

**Total Estimated Cost:** \$428.33 USD [\(Details\)](#)

**i** Airfare must be ticketed by an agent by: 04/09/2015 11:00 PM Eastern

**Add to your Itinerary**

[Car](#)    [Hotel](#)

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 be able to change or select a seat.

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

**Flights**  
May 4, 2015

**Flight Atlanta, GA (ATL) to Washington, DC (DCA)** [Cancel all Air](#)

**Delta 150**

**Departure: 11:20 AM**  
 Seat: 31C [Change Seat](#)  
 Hartsfield Intl Arpt (ATL)  
 Terminal: S  
 Duration: 1 hour, 42 minutes  
 Nonstop

**Confirmation: HU5H3A**  
 Status: Confirmed

**Arrival: 01:02 PM**  
 Ronald Reagan National Arpt (DCA)  
 Terminal: B

**Additional Details**  
 Aircraft: Douglas MD-90  
 E-Ticket  
 Cabin: Economy (U)

Distance: 547 miles

[Add to your Itinerary](#)

**Wednesday, May 6, 2015**

**Flight Washington, DC (DCA) to Atlanta, GA (ATL)** [Cancel all Air](#)

The Seat Map opens. The system selected seat appears in the **Seat Selection Box** and appears as an orange box with a checkmark 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.

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

Seat Map - Google Chrome

https://www.concursolutions.com/twPopup/popup\_seatmap.asp?airv=DL&fltnum=150&bic=U&startdt=!

# Seat Map

**DELTA**

Delta Flight: 150 McDonnell Douglas MD-90  
Hartsfield Intl Arprt (ATL) - Ronald Reagan National Arprt (DCA)  
05/04/2015

Change Seat Close

Available flights  
DL 150 ATL-DCA

Seat Selection: 31C

101112131415161718192021222324252627282930313233343536373839

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 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**

Seat Map

**DELTA**

Delta Flight: 150 McDonnell Douglas MD-90  
Hartsfield Intl Arprt (ATL) - Ronald Reagan National Arprt (DCA)  
05/04/2015

Change Seat Close

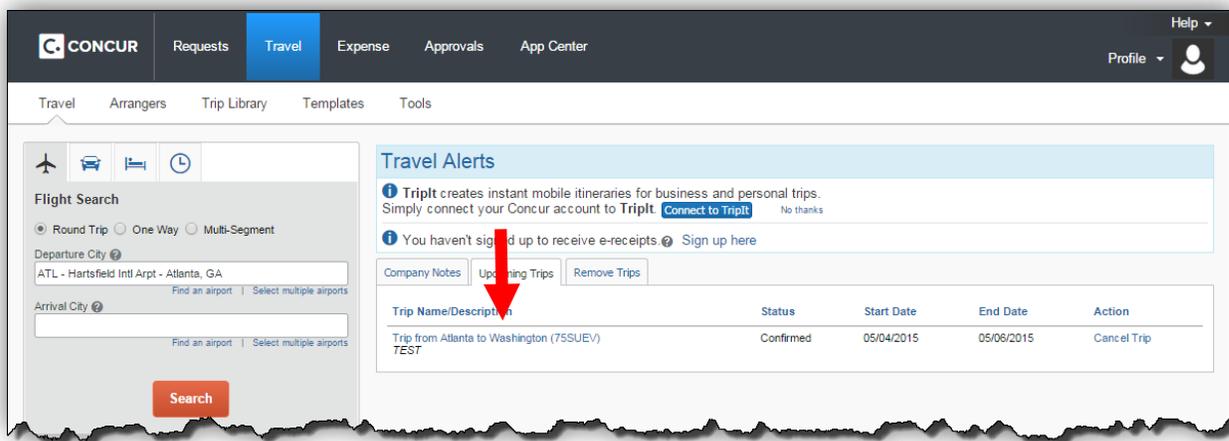
Available flights  
DL 150 ATL-DCA  
DL 150 ATL-DCA  
DL 1839 DCA-ATL

Seat Selection: 30C

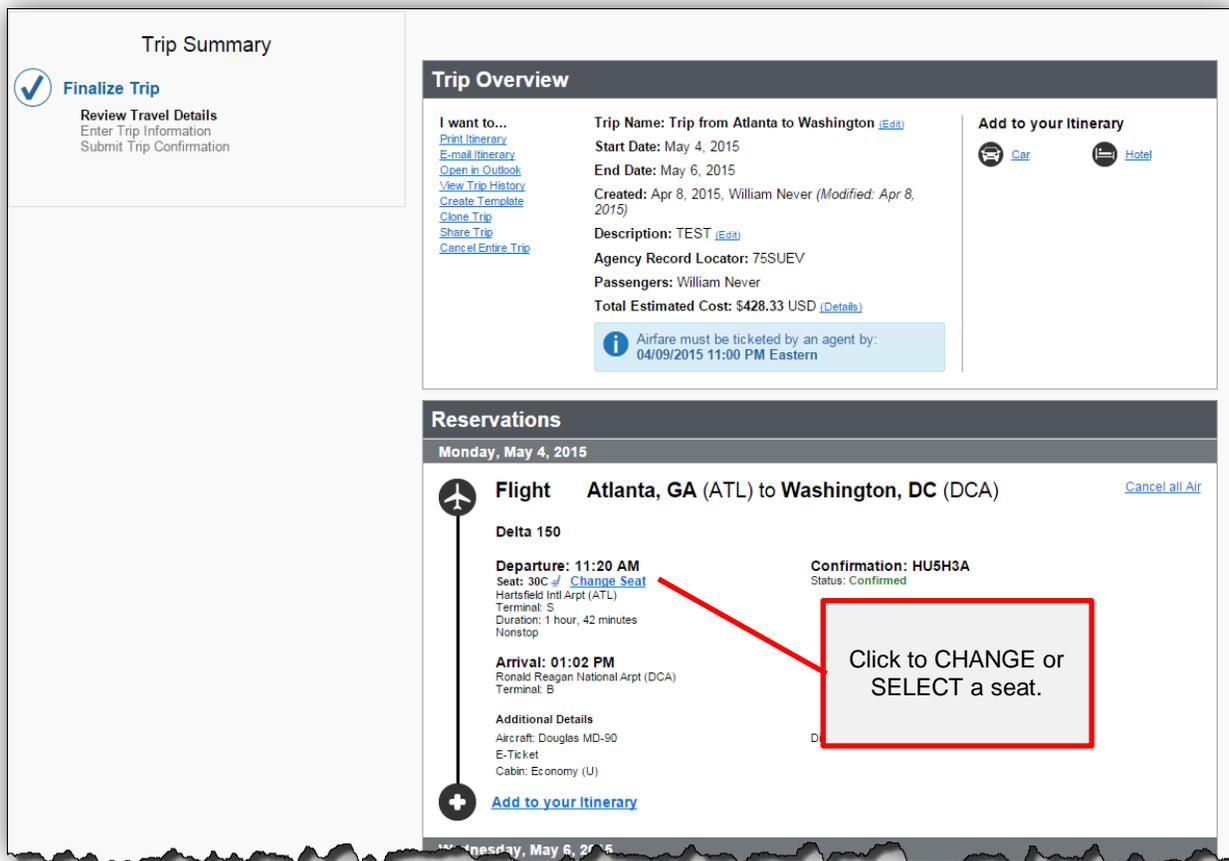
Click on Next and complete the reservation.

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

From *Upcoming Trips* on the **Travel** tab, click on the reservation name with the flight you wish to change seats for.



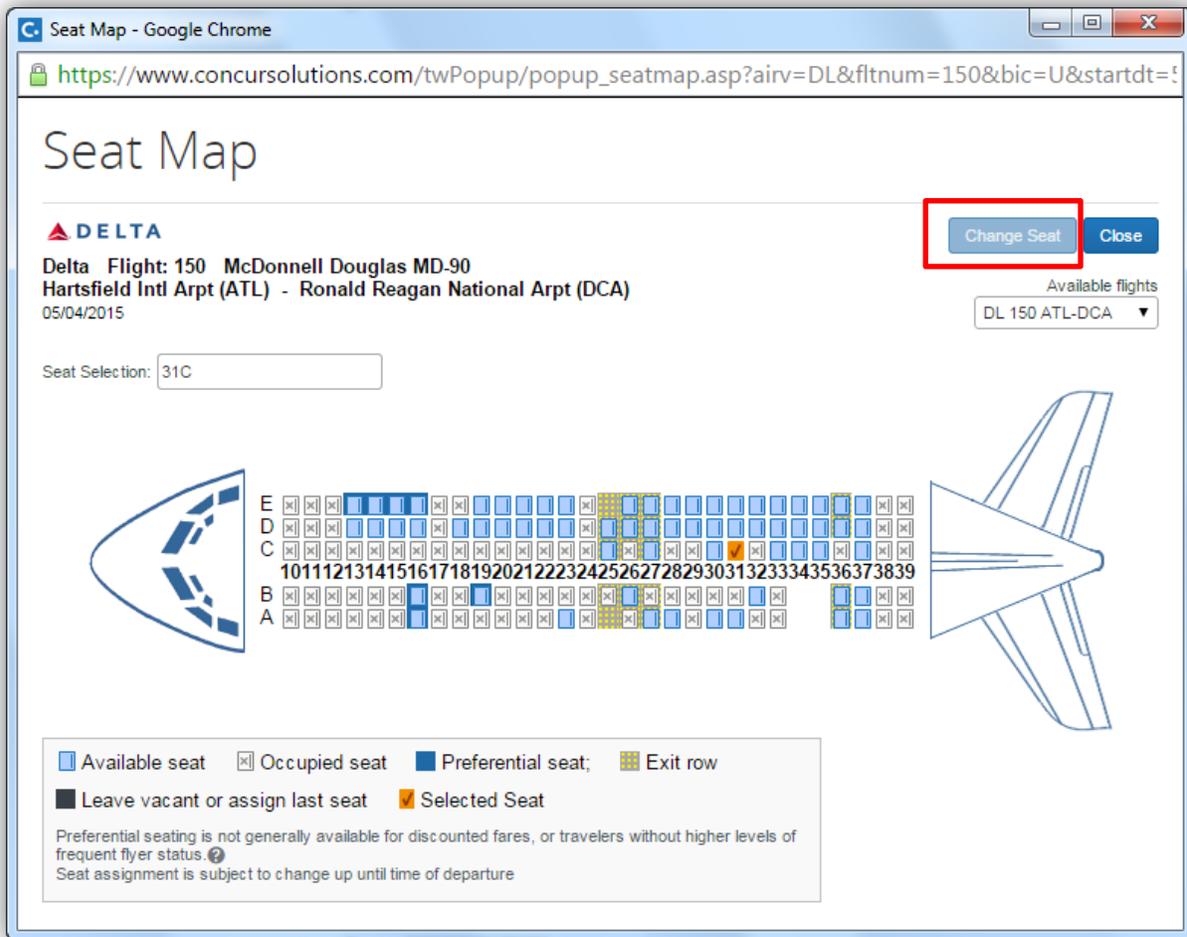
The Travel Itinerary opens. Scroll to the flight segment you wish to change the seat for. Click on the **Change Seat** link.



The Seat Map Opens. The previously selected seat appears in the **Seat Selection Box** and appears as an orange box with a checkmark 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.

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**.

# Seat Map

 DELTA

Delta Flight: 150 McDonnell Douglas MD-90  
Hartsfield Intl Arpt (ATL) - Ronald Reagan National Arpt (DCA)  
05/04/2015

Change Seat Close

Available flights

- DL 150 ATL-DCA
- DL 150 ATL-DCA**
- DL 1839 DCA-ATL

Seat Selection:



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

<< Previous **Return to Travel Center**

Your reservation was updated for the seat change.