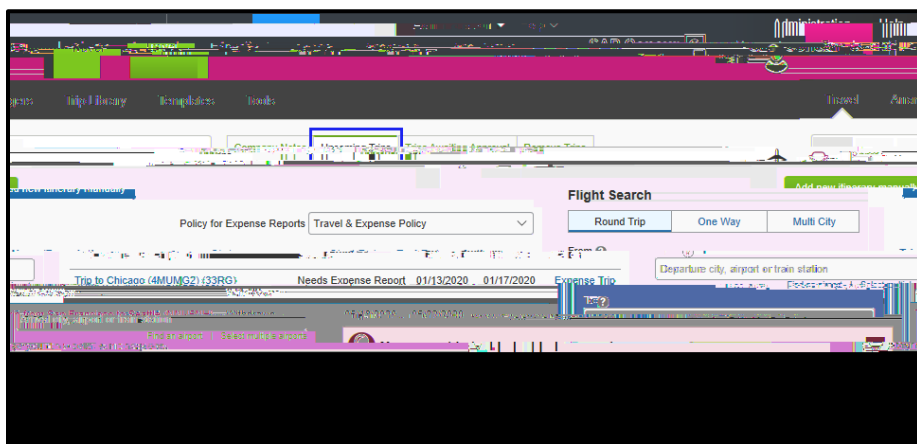


Changing a Purchased and Ticketed Trip

From the **SAP Concur** home page, from the **Upcoming Trips** tab, you can make changes to a purchased and ticketed trip.

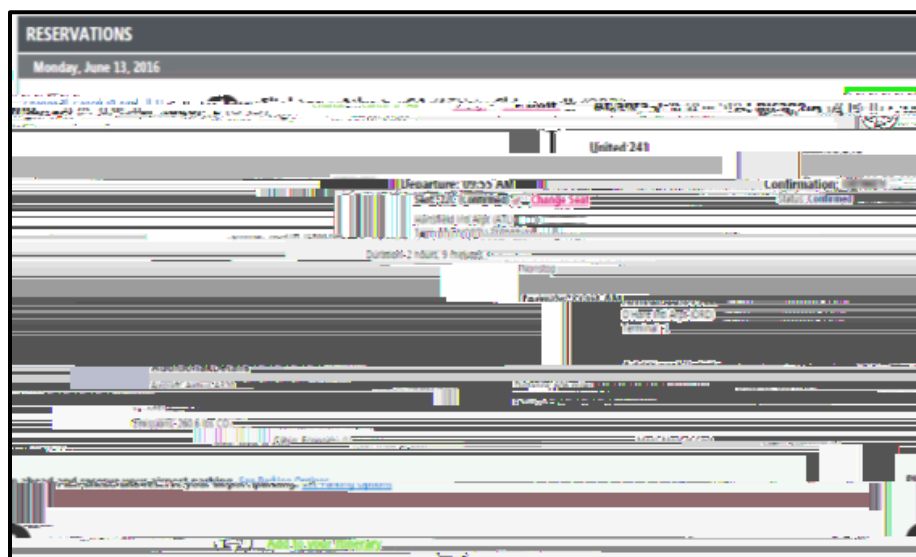
Note that certain scenarios may be influenced by third- or fourth-party participants. In some cases, you must contact the vendor/provider directly to change a purchased and ticketed trip.

1. To change an existing trip, on the **Upcoming Trips** tab, click the ticketed trip that you want to change.

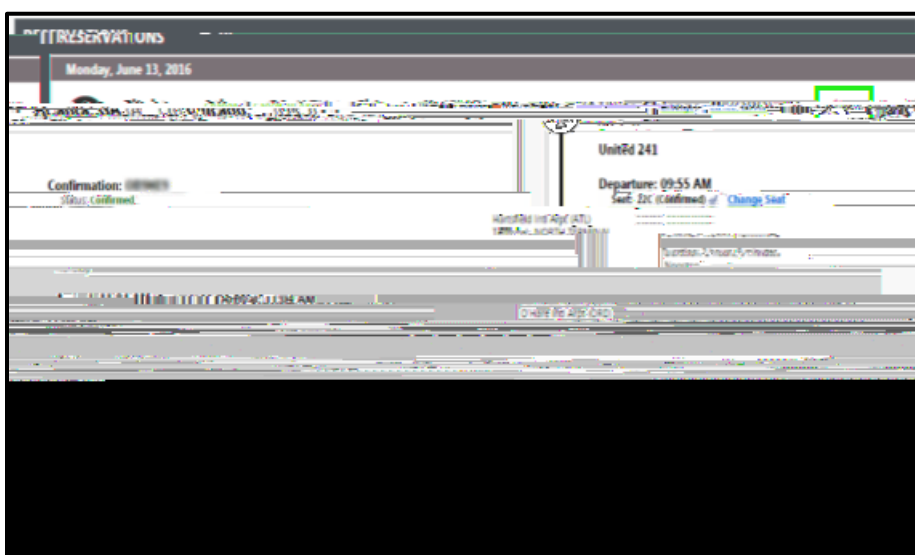


You can **Change** or **Cancel** a ticketed trip from your itinerary.

2. To cancel the entire trip, click **Cancel All Air**.



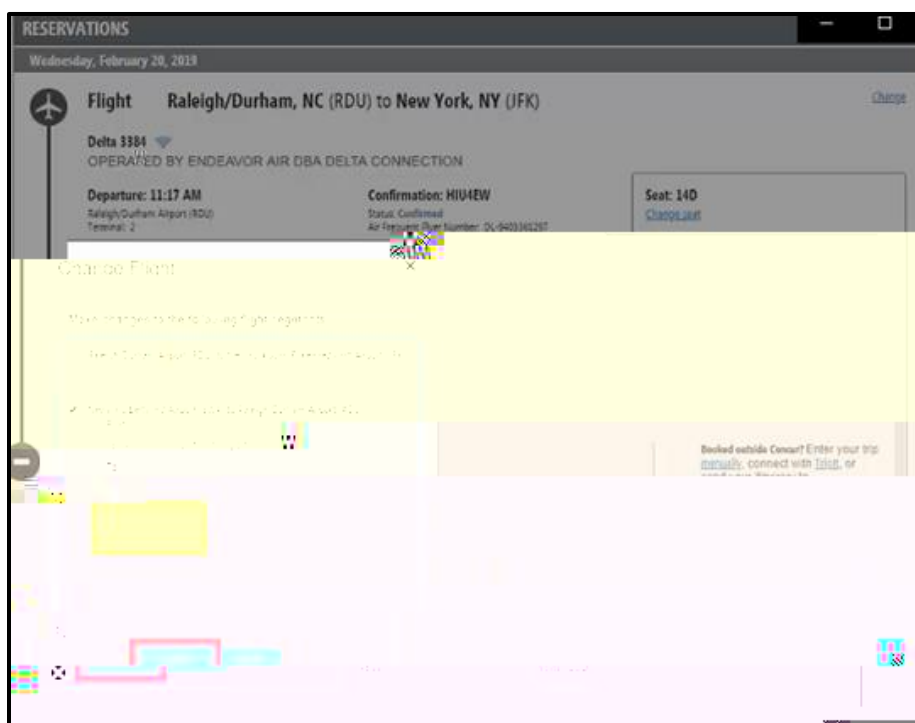
- To change a trip, from the itinerary, click **Change**.



- In the **Change Flight** window, you can change either segment of your flight.

Concur Travel will automatically adjust any car or hotel reservations to match the days of the flight change.

- Select the day and time for your flight, and then click **Search**.



If the exchange costs more than purchasing a new ticket, SAP Concur displays a popup window.

8. Click **Purchase New Flights** to continue with the exchange.
To cancel the exchange, click **Cancel Flight Exchange**.

