## 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.

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 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**.



Flight Search

SAP



- 3. To change a trip, from the itinerary, click **Change**.
- Monday, June 13, 2016

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- 4. 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.

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Wednes	iday, February 20, 2019		
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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.

Original Airfare: New Airfare:	\$79.70 \$133.70 \$54.00 \$150.00	The page at localhost says:
Airfare Difference: Exchange F <del>ee</del> :		Please note that the cost of exchanging this ticket exceeds the cost of purchasing a new toket.
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