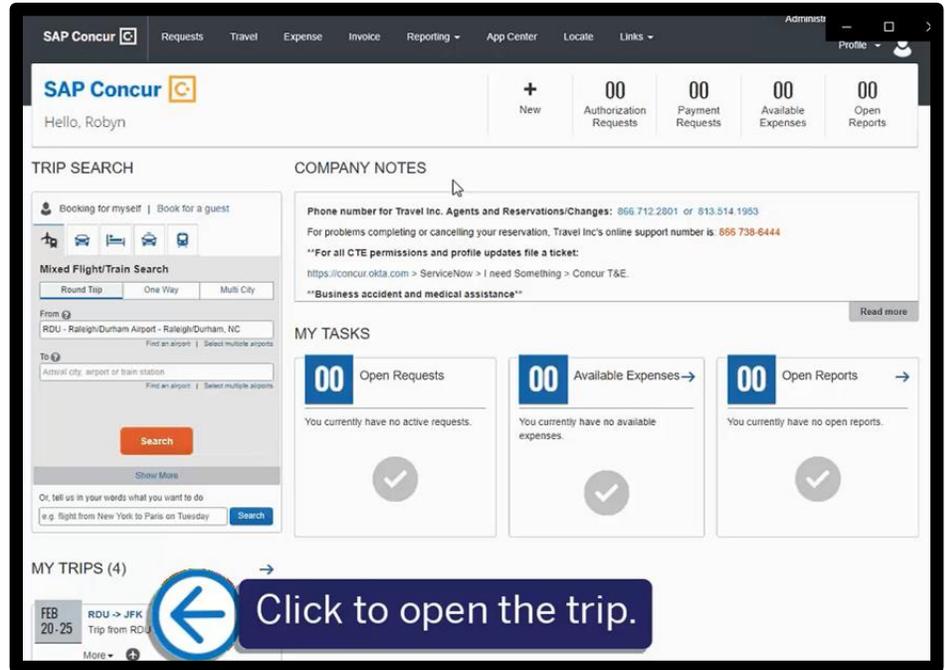


# Changing a Purchased and Ticketed Trip

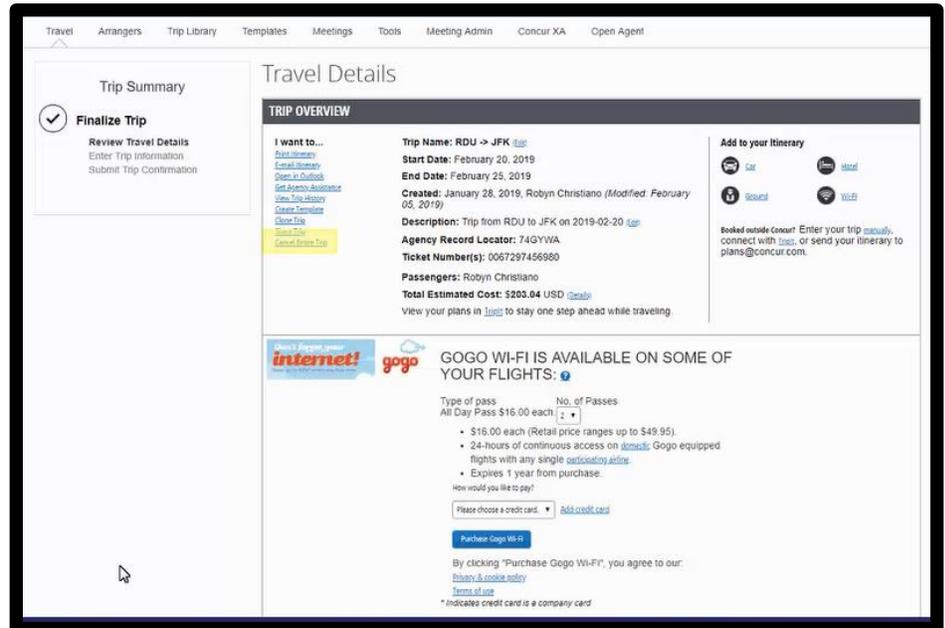
From the SAP Concur home page, in the **MyTrips** section, you can make changes to a purchased and ticketed trip.

1. To change an existing trip, click the trip to open it.

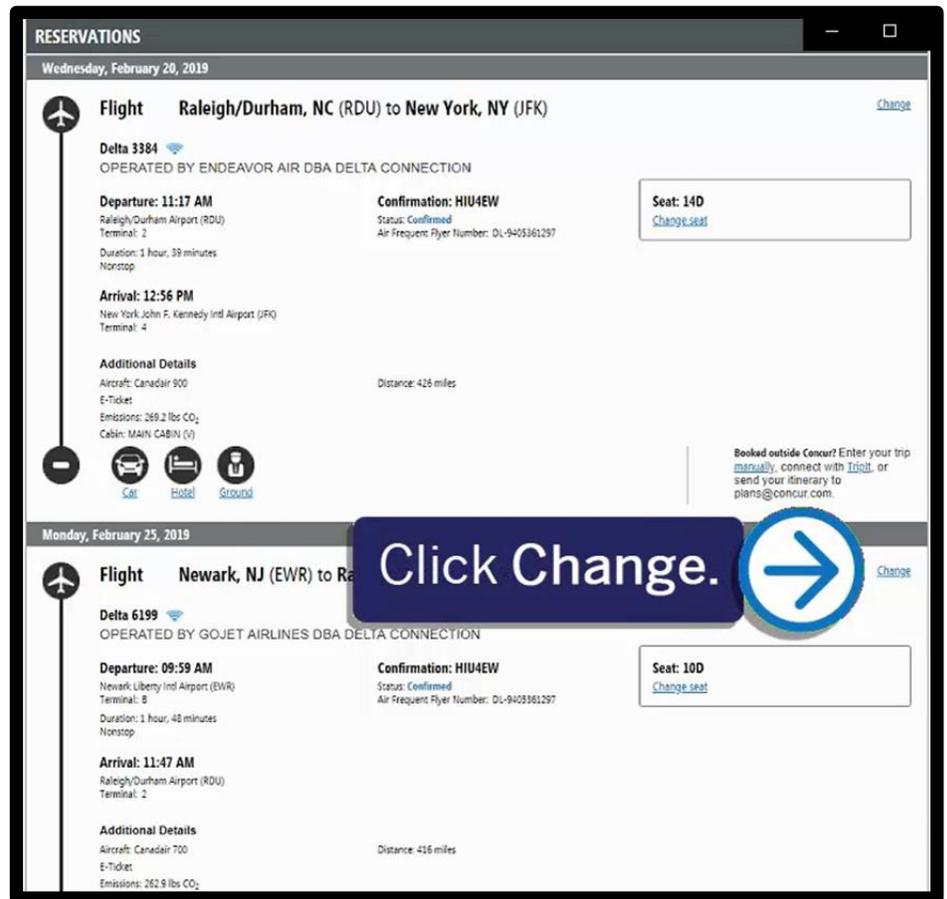


The two most frequently used trip actions are **Cancel Trip** and **Change Trip**.

2. To cancel the entire trip, click **Cancel Entire Trip**.



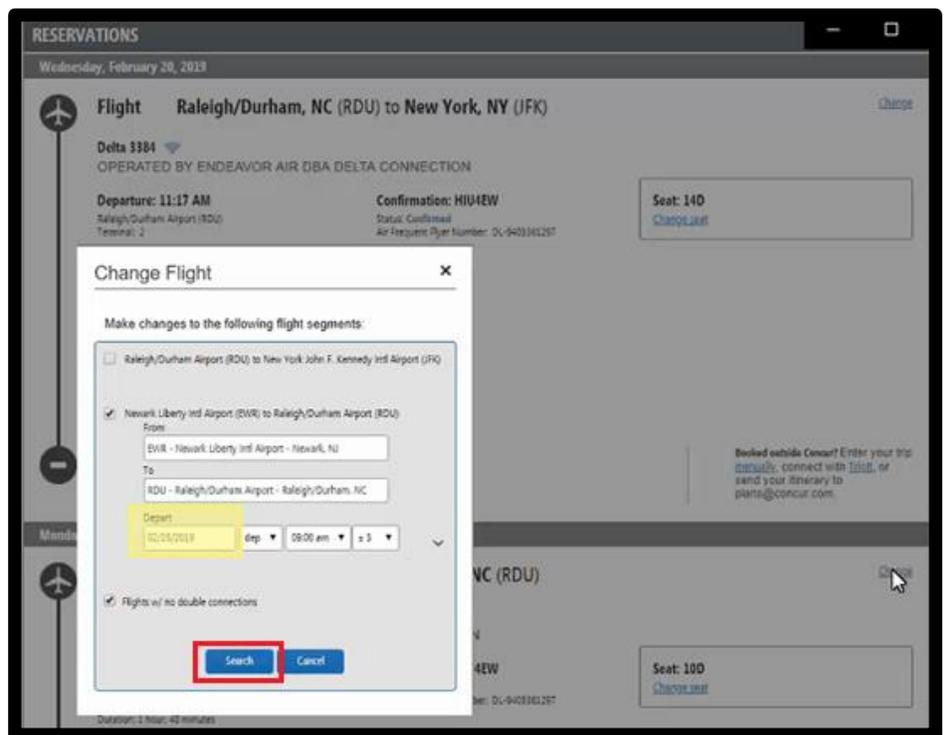
- To change a trip, scroll down to view the reservations, and then click **Change**.



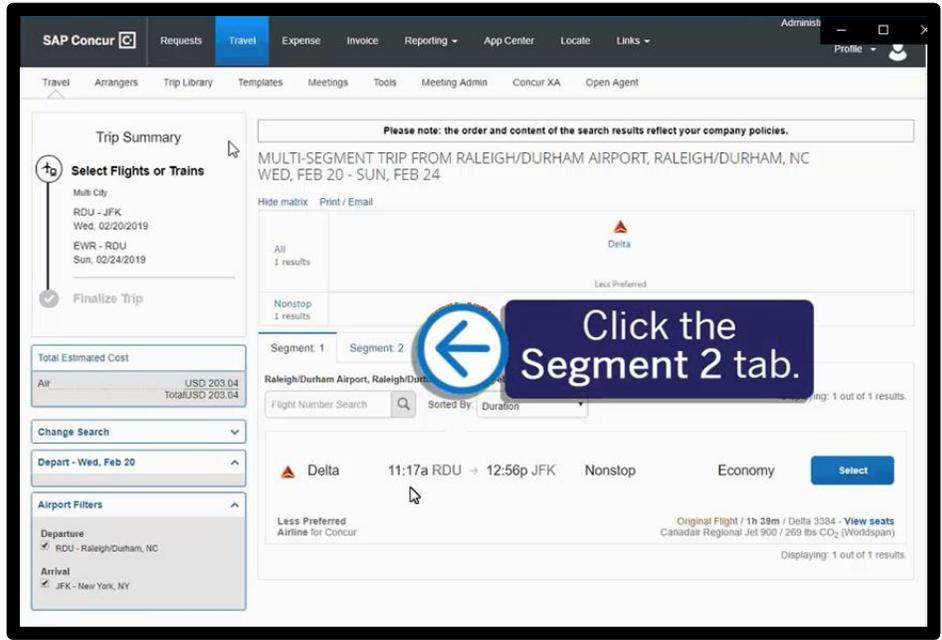
- In the **Change Flight** window, you can change either segment of your flight. In this example, you will see how to change the departure date.

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 departure flight, and then click **Search**.



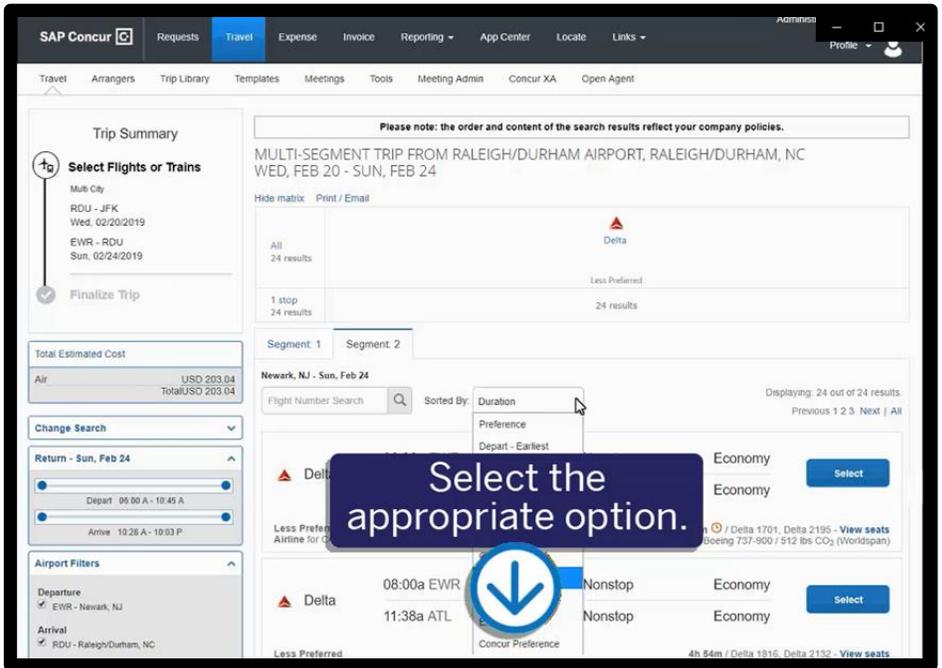
6. The **Segment 1** tab is your departure flight. Click the **Segment 2** tab to view return flight options.



7. Click the **Sorted by** dropdown arrow to modify your search results.

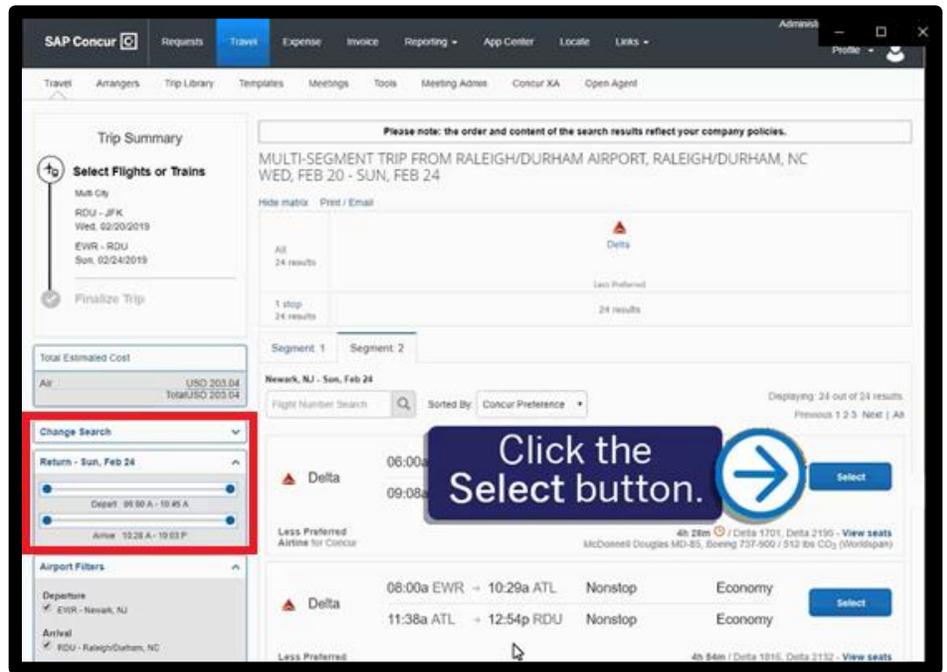
You can sort by **Preference**, **Departure** and **Arrival – Earliest** and **Latest**, **Carrier** name from **A-Z** or **Z-A**, **Duration** number of **Stops**, amount of flight **Emissions**, and **Concur Preference**.

8. For this example, select **Concur Preference**.

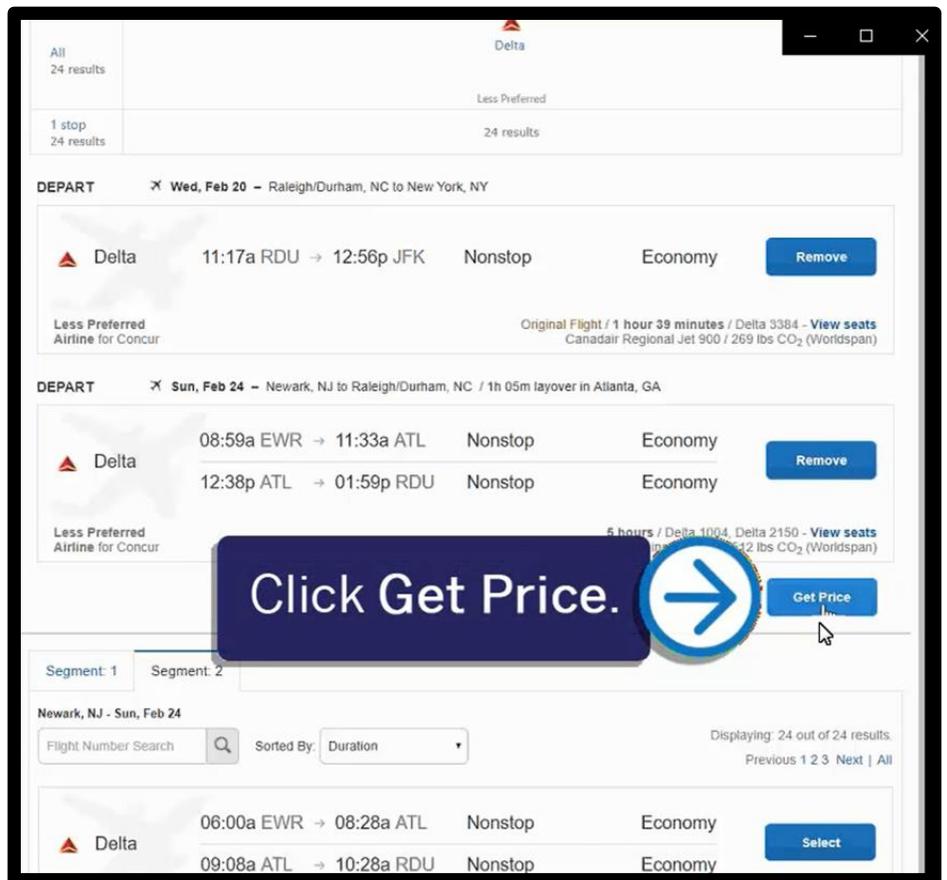


You can also use the **Change Search** pane to modify your search.

- Click the **Select** button for the flight you want to purchase.



- Click **Get Price**.



After you make the changes you will be able to see the original airfare, new airfare, airfare difference, exchange fee, and the total cost of the exchange.

### Flight Information

**Current Flights:**

Carrier	Flight Number	Frm	To	Depart	Arrive	Class
 DELTA	6199	EWR	RDU	Feb 25 09:59 am	Feb 25 11:47 am	X

**New Flights:**

Carrier	Flight Number	Frm	To	Depart	Arrive	Class
 DELTA	1004	EWR	ATL	Feb 24 08:59 am	Feb 24 11:33 am	T
 DELTA	2150	ATL	RDU	Feb 24 12:38 pm	Feb 24 01:59 pm	T

**Exchange details**

Original Airfare:	USD203.04
New Airfare:	USD237.91
Airfare Difference:	USD34.87
<b>Forfeited Fare Amount:</b>	<b>0.00</b>
Exchange Fee:	USD200.00
<b>Total Cost of Exchange:</b>	<b>USD234.87</b>

11. To finalize your change, click **Purchase New Flights**.

### Flight Information

**Current Flights:**

Carrier	Flight Number	Frm	To	Depart	Arrive	Class
 DELTA	6199	EWR	RDU	Feb 25 09:59 am	Feb 25 11:47 am	X

**New Flights:**

Carrier	Flight Number	Frm	To	Depart	Arrive	Class
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Exchange Fee:	USD200.00
<b>Total Cost of Exchange:</b>	<b>USD234.87</b>

The new air segment(s) have been added to your itinerary. Please choose "Purchase New Flights" to complete the exchange or "Cancel Flight Exchange" to cancel your change.

Cancel Flight Exchange
Purchase New Flights