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.

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

The two most frequently used trip actions are Cancel Trip and Change Trip.
3. To change a trip, scroll down to view the reservations, and then click **Change**.

4. 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 of hotel reservations to match the days of the flight change.

5. 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.

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

10. 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.

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