

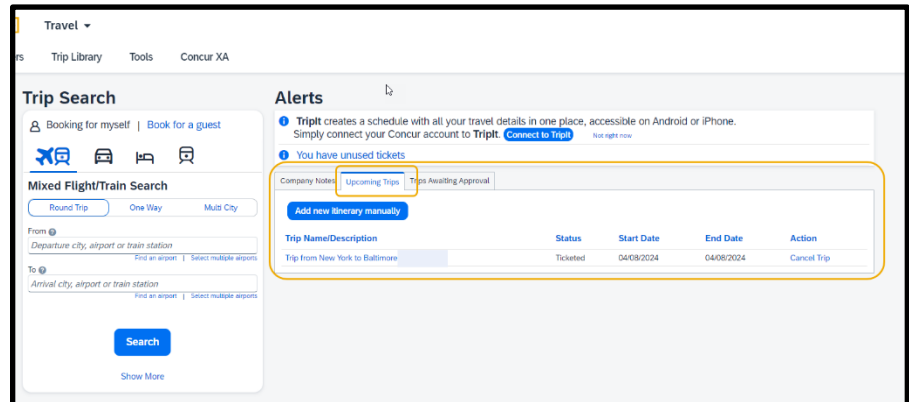
# Changing a Purchased and Ticketed Trip

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

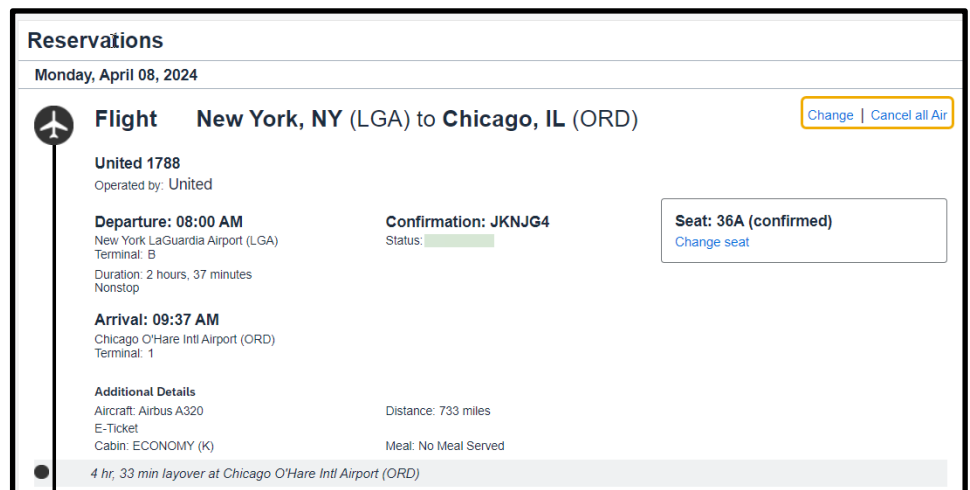
**Note:** Certain scenarios might be influenced by third- or fourth-party participants. In some cases, you must contact the vendor/provider directly to change a purchased and ticketed trip.

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

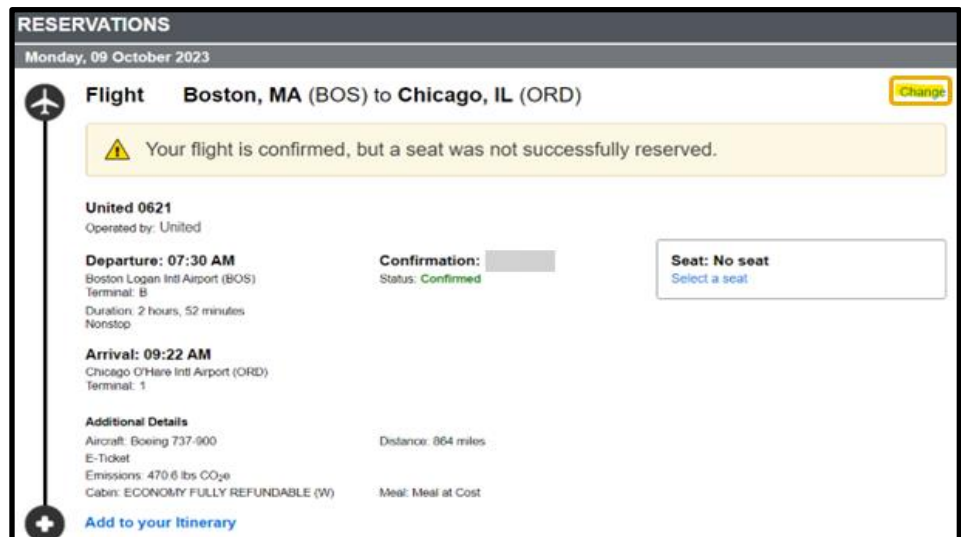
You can **Change** or **Cancel** a ticketed trip from your itinerary.



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



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



**RESERVATIONS**  
Monday, 09 October 2023

**Flight** Boston, MA (BOS) to Chicago, IL (ORD) [Change](#)

**Warning:** Your flight is confirmed, but a seat was not successfully reserved.

**United 0621**  
Operated by: United

**Departure: 07:30 AM**  
Boston Logan Intl Airport (BOS)  
Terminal: B  
Duration: 2 hours, 52 minutes  
Nonstop

**Confirmation:** Status: Confirmed

**Seat: No seat**  
[Select a seat](#)

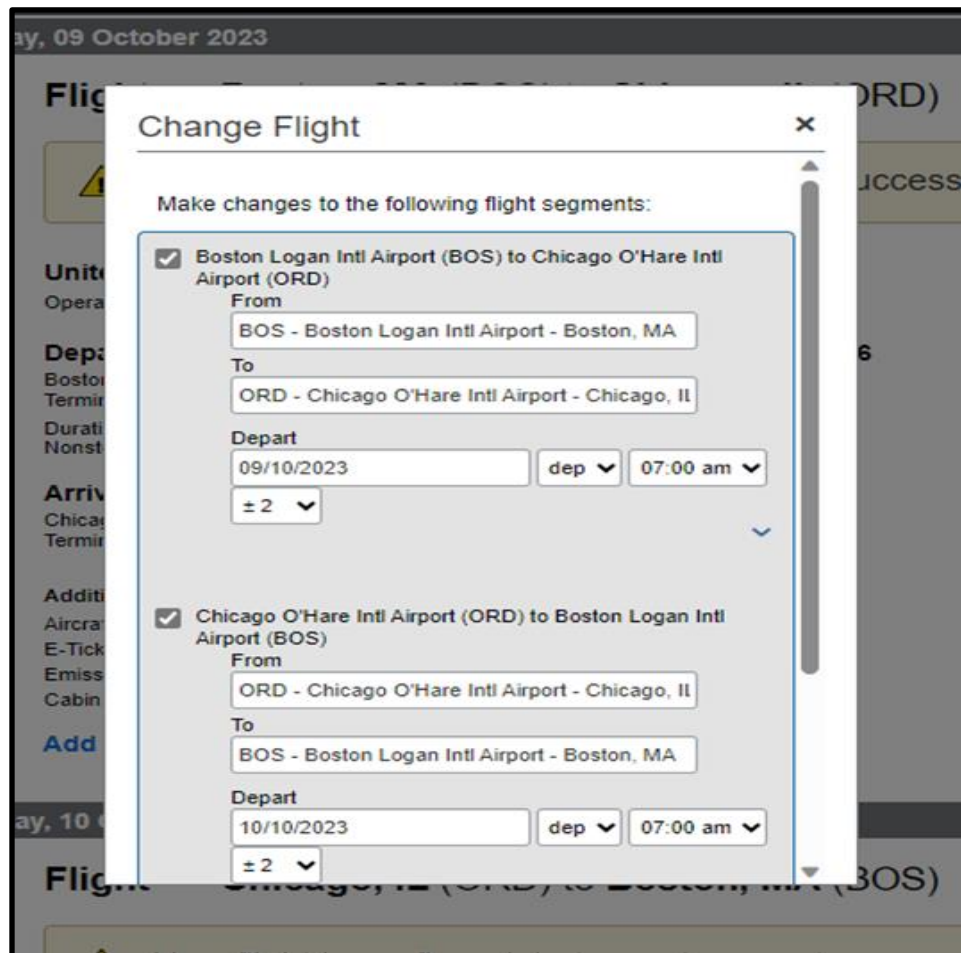
**Arrival: 09:22 AM**  
Chicago O'Hare Intl Airport (ORD)  
Terminal: 1

**Additional Details**  
Aircraft: Boeing 737-900  
E-Ticket  
Emissions: 470.6 lbs CO<sub>2</sub>e  
Cabin: ECONOMY FULLY REFUNDABLE (W)  
Distance: 864 miles  
Meal: Meal at Cost

[Add to your Itinerary](#)

- In the **Change Flight** window, you can change either segment of your flight. Select the day and time for your flight, and then select **Search**.

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



**Change Flight**

Make changes to the following flight segments:

☒ Boston Logan Intl Airport (BOS) to Chicago O'Hare Intl Airport (ORD)

From: BOS - Boston Logan Intl Airport - Boston, MA

To: ORD - Chicago O'Hare Intl Airport - Chicago, IL

Depart: 09/10/2023 dep 07:00 am ± 2

☒ Chicago O'Hare Intl Airport (ORD) to Boston Logan Intl Airport (BOS)

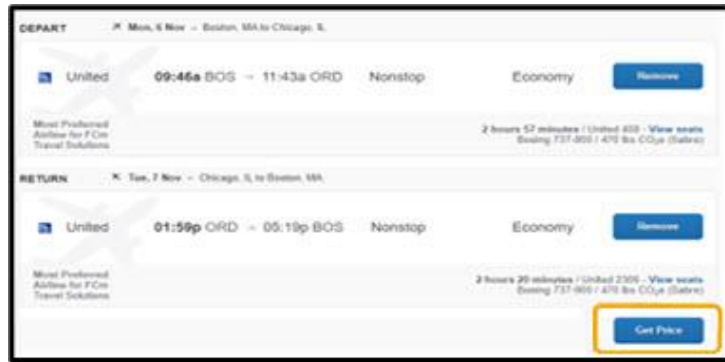
From: ORD - Chicago O'Hare Intl Airport - Chicago, IL

To: BOS - Boston Logan Intl Airport - Boston, MA

Depart: 10/10/2023 dep 07:00 am ± 2

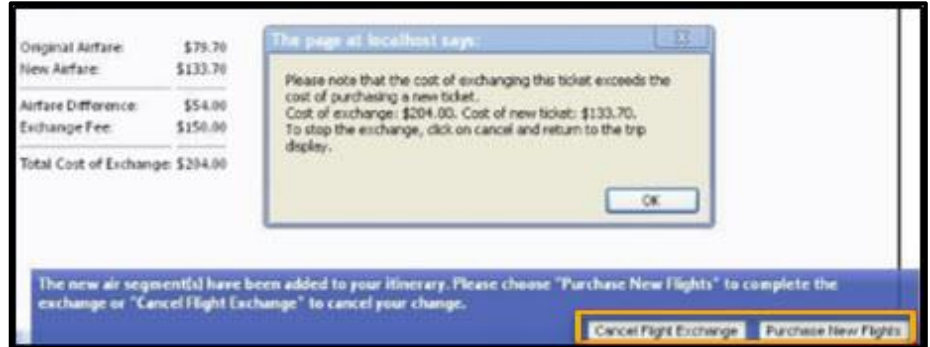
[Search](#)

- On the **Chosen Carriers** window, select from the new available flights, and then select **Get Price**.



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



- Select **Purchase New Flights** to continue with the exchange.  
To cancel the exchange, select **Cancel Flight Exchange**.





After you make the changes, the Flight Information window shows 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
UNITED 	0621	BOS	ORD	09 Oct 07:30 am	09 Oct 09:22 am	W
UNITED 	1803	ORD	BOS	10 Oct 07:37 am	10 Oct 10:58 am	V

**New Flights:**

Carrier	Flight Number:	Frm	To	Depart	Arrive	Class
UNITED 	408	BOS	ORD	06 Nov 09:46 am	06 Nov 11:43 am	T
UNITED 	2306	ORD	BOS	07 Nov 01:59 pm	07 Nov 05:19 pm	G

**Exchange details**

Original Airfare:	USD586.44
New Airfare:	USD257.80
Airfare Difference:	USD-328.64
Forfeited Fare Amount:	0.00
Exchange Fee:	USD0.00
<b>Total Cost of Exchange:</b>	<b>USD-328.64</b>