Concur Travel: Unused Tickets

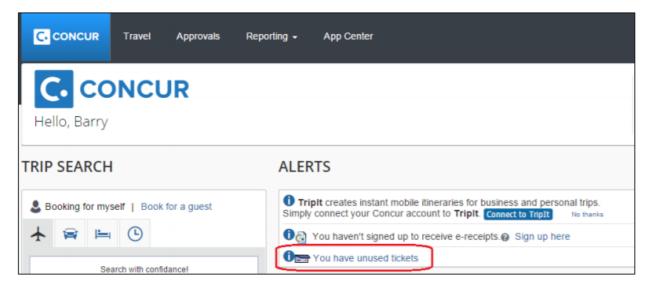
Concur Travel Profile

Once unused tickets have been loaded, users/ arrangers will be able to see tickets in the user's profile:



Concur Home Page

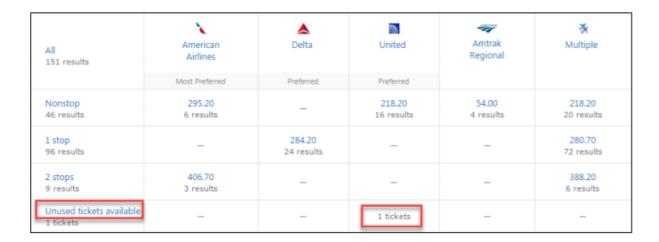
Users/ Arrangers will also see a message under **Alerts** upon login.



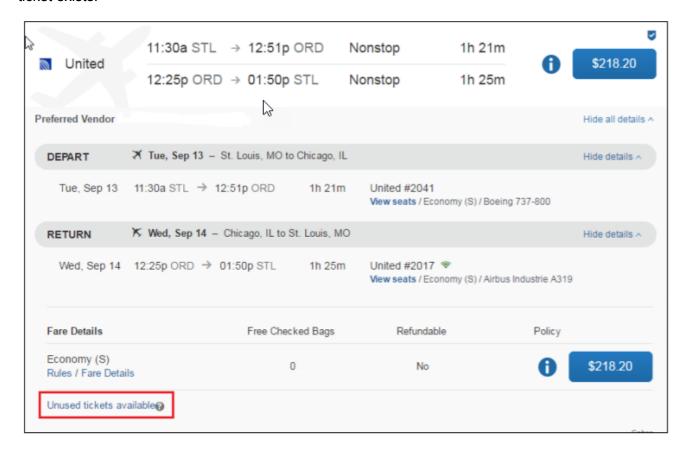
Shop by Price of Flex Faring

The samples shown here are for Shop by Price. Flex faring is similar.

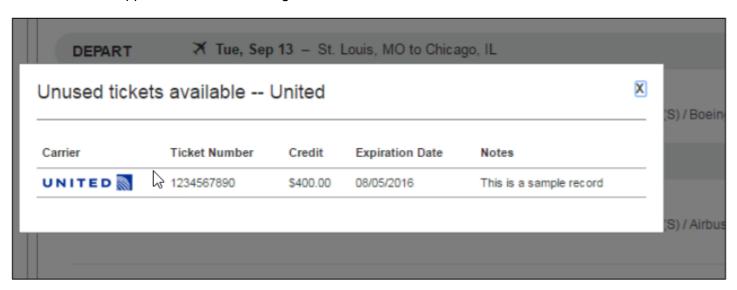
Users/ Arrangers will see the flight matrix updated to include a new row indicating the airline with which they have an unused ticket.



If the user/ arranger clicks **Show details** for the applicable airline's flight option(s), they will see that an unused ticket exists.



Additional detail appears if the user/ arranger clicks the Unused tickets available



For Concur Travel technical questions please refer to the help menu in Concur or contact Christopherson's Online Support.

Office Hours: 8:00 AM - 7:00 PM Central, Monday - Friday

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