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:

![Unused Tickets](image1)

Concur Home Page

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

![Concur Home Page](image2)

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.

![Shop by Price](image3)
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  
**Online Support:** 888-535-0179  
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