

# Unused Tickets Online View

## UNUSED TICKET LIST - FEATURE ACTIVATION

### OVERVIEW

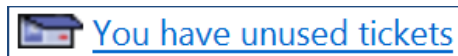
Airline tickets previously canceled but still valid for future use will be on display in Concur Travel through TSI beginning on August 15, 2012. The data will be uploaded from Travel Audit once daily and viewable through the traveler profile, welcome page and flight segment screen.

### APPLYING UNUSED TICKETS TO A NEW TRIP


When an unused ticket qualifies the funds will automatically be applied to your new ticket after the ticket has been fully purchased. This is completed when a traveler selects the "Purchase Ticket" option at the end of the booking process. There is no need to contact TSI since the funds are applied automatically. The unused tickets are on display for informational purposes.

### VIEWING UNUSED TICKETS ONLINE



Travelers and travel arrangers will be able to view the unused tickets in on the Travel Home Page:



On the Travel Profile Page:

Unused Tickets		
You have the following unused tickets in the reservation system.		
Carrier	Ticket Number	Credit
 American	001 1234567890	USD560.55

On the Flight Selection Screen:

Flight 1: Dallas, TX (DFW) - New Orleans, LA (MSY) Aug 23			
 American #1164	Dallas Ft Worth Intl (DFW) Depart: Thursday, 8:05am Stops: 0 Duration: Economy: Q	Louis Armstrong Intl A... (MSY) Arrive: Thursday, 9:25am McDonnell Douglas Super MD-80	
Ticket non-refundable - penalties may apply: Change fee likely applies (plus fare difference, see fare rules); E -Ticketing Available: (Sabre) <a href="#">Fare Rules</a> <a href="#">Unused tickets</a>			

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