



SAP Concur 

Post Ticket Changes

We Make Travel **Simple**

About This Feature:

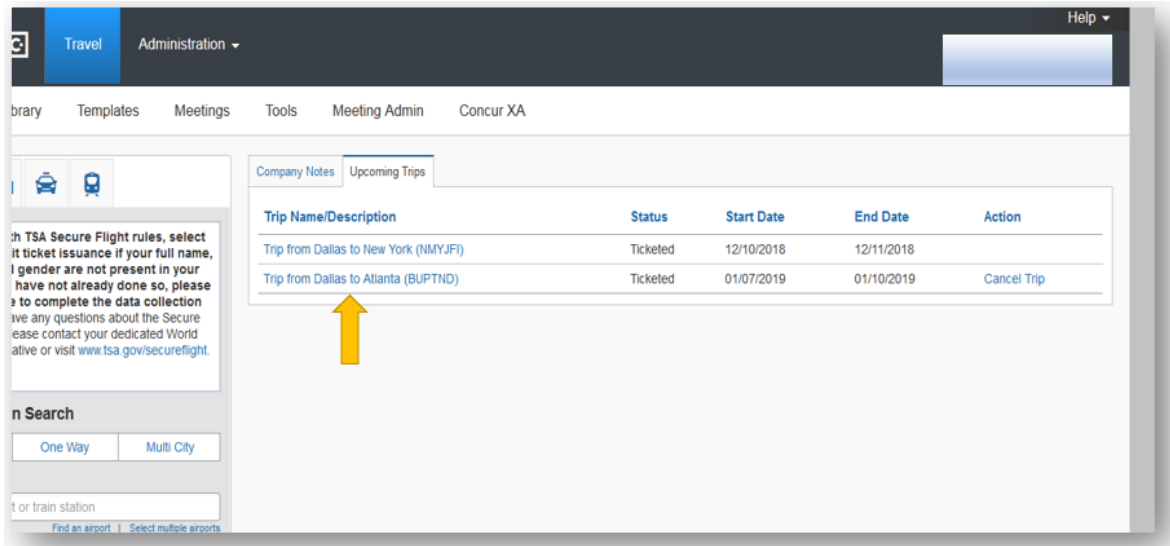
- SAP Concur integrates with the Global Distribution System reprice and reissue solution.
 - Concur and the GDS work together seamlessly to simplify the process of changing tickets.
 - Tickets are re-priced online and Concur delivers itineraries finished for agency ticketing.
 - Old and new fares and rules researched, and a new accurate price generated.
 - The newly calculated price reflects appropriate rules, taxes, additional collections, refunds, penalties and airline administrative fees.
-

Limitations:

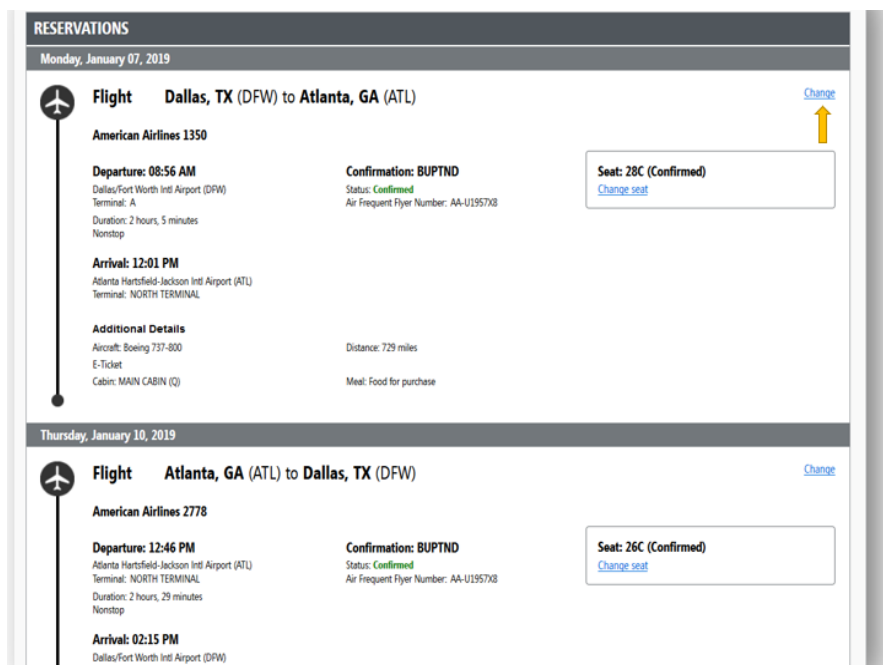
- Only full exchanges are supported. Exchanges to partially used tickets are not supported.
- Multi carrier bookings are not supported. Original and new itineraries may only consist of a single airline.
- Not available for PNRs with multiple passengers.
- Only available on ARC accredited airlines.
- Segment selection is not available. Changes may only be made on live flight segments or segments not flown.
- The use of unused ticket credits as payment for the exchange is not supported.
- PNRs with more than 4 segments or coupons are not supported.
- Once a segment has been flown, all changes must be done directly with a World Travel agent.

Select the Trip

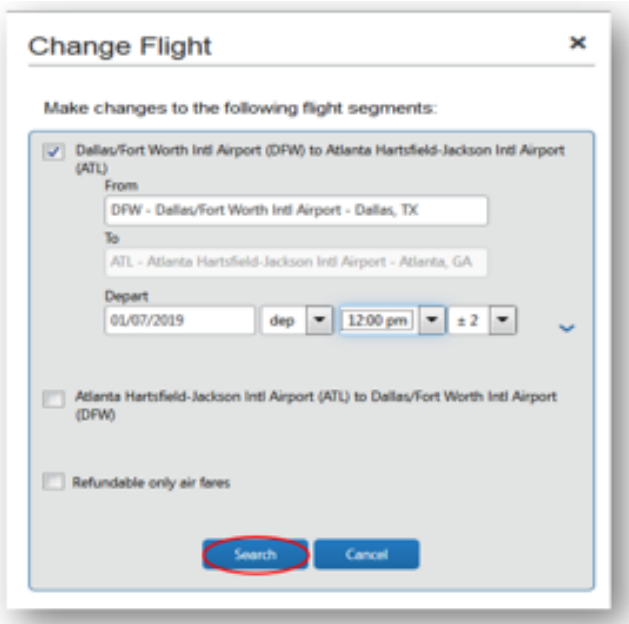
After logging into Concur, click the Trip Name to select the reservation you wish to change.



From the itinerary view, click the “Change” link next to the flight you wish to change.



Search for the New Flight



Change Flight ✕

Make changes to the following flight segments:

☒ Dallas/Fort Worth Intl Airport (DFW) to Atlanta Hartsfield-Jackson Intl Airport (ATL)

From: DFW - Dallas/Fort Worth Intl Airport - Dallas, TX

To: ATL - Atlanta Hartsfield-Jackson Intl Airport - Atlanta, GA

Depart: 01/07/2019 dep 12:00 pm ± 2

☐ Atlanta Hartsfield-Jackson Intl Airport (ATL) to Dallas/Fort Worth Intl Airport (DFW)

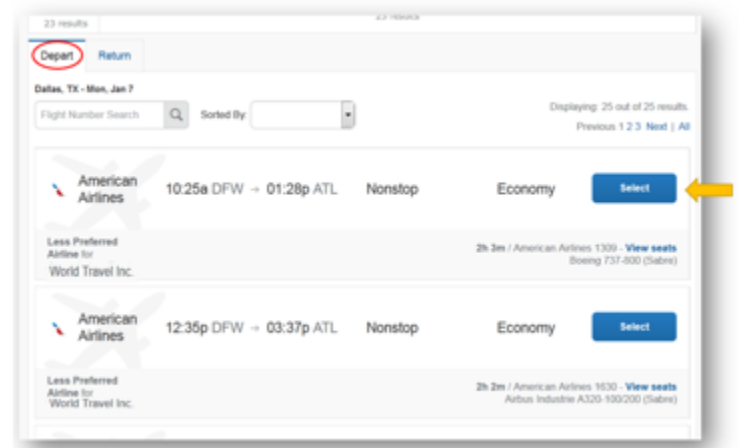
☐ Refundable only air fares

Search **Cancel**

Enter the search criteria for your new flight, and click “Search”.

Flight Results

Select your new departure flight.





23 results

Depart Return

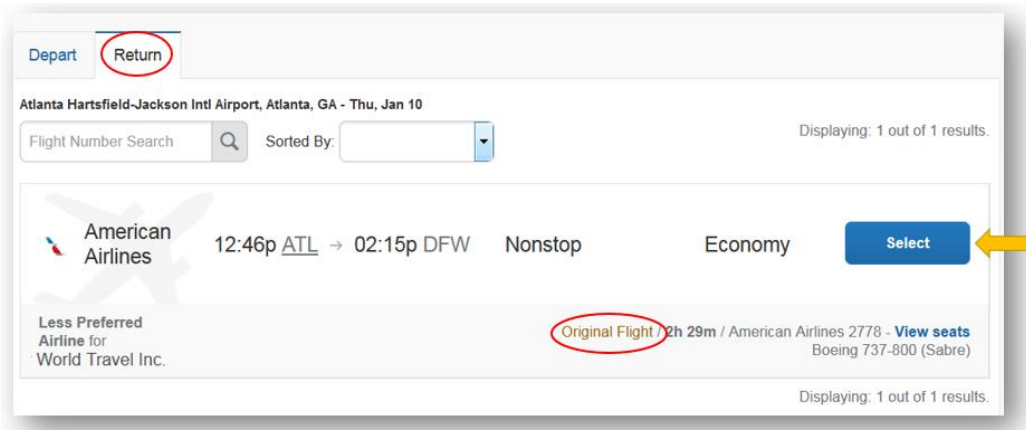
Dallas, TX - Mon, Jan 7

Flight Number Search Sorted By

Displaying 25 out of 25 results
Previous 1 2 3 Next | All

	10:25a DFW → 01:28p ATL	Nonstop	Economy	Select
Less Preferred Airline for World Travel Inc.				
2h 3m / American Airlines 1300 - View seats (Boeing 737-800 (Sebra))				
	12:35p DFW → 03:37p ATL	Nonstop	Economy	Select
Less Preferred Airline for World Travel Inc.				
2h 3m / American Airlines 1530 - View seats (Airbus Industrie A320-100/200 (Sebra))				

Select your return flight.




Depart **Return**

Atlanta Hartsfield-Jackson Intl Airport, Atlanta, GA - Thu, Jan 10

Flight Number Search Sorted By:

Displaying: 1 out of 1 results.

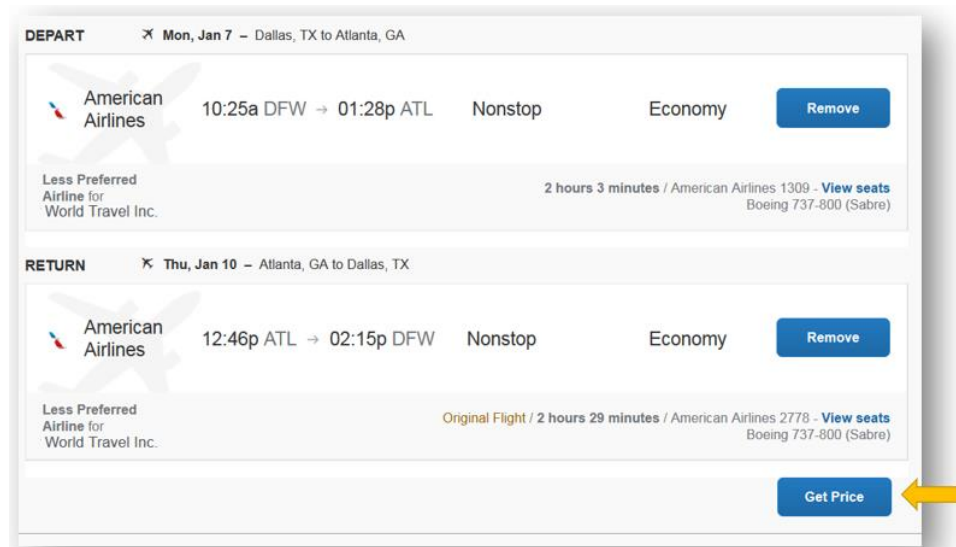
	American Airlines	12:46p ATL → 02:15p DFW	Nonstop	Economy	Select
Less Preferred Airline for World Travel Inc.		Original Flight / 2h 29m / American Airlines 2778 - View seats Boeing 737-800 (Sabre)			

Displaying: 1 out of 1 results.


Because you did not choose to change the return flight, only the original return flight is shown as an option. But you still must select it.

Pricing


With the new itinerary displayed, click “Get Price” to verify the cost of the change.



DEPART ✕ Mon, Jan 7 – Dallas, TX to Atlanta, GA

	American Airlines	10:25a DFW → 01:28p ATL	Nonstop	Economy	Remove
Less Preferred Airline for World Travel Inc.		2 hours 3 minutes / American Airlines 1309 - View seats Boeing 737-800 (Sabre)			

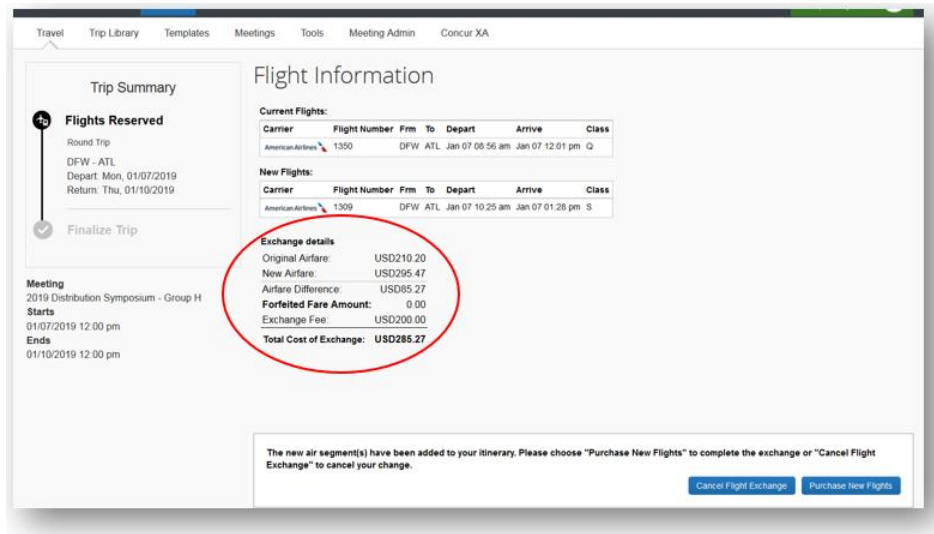
RETURN ✕ Thu, Jan 10 – Atlanta, GA to Dallas, TX

	American Airlines	12:46p ATL → 02:15p DFW	Nonstop	Economy	Remove
Less Preferred Airline for World Travel Inc.		Original Flight / 2 hours 29 minutes / American Airlines 2778 - View seats Boeing 737-800 (Sabre)			

Get Price

Purchase or Cancel

The itinerary summary will display the total cost of the exchange. To accept the change, click “Purchase New Flights”. Or, click “Cancel Flight Exchange” to revert to the original itinerary.



Trip Summary

Flights Reserved

Round Trip
DFW - ATL
Depart: Mon, 01/07/2019
Return: Thu, 01/10/2019

Finalize Trip

Meeting
2019 Distribution Symposium - Group H
Starts
01/07/2019 12:00 pm
Ends
01/10/2019 12:00 pm

Flight Information

Current Flights:

Carrier	Flight Number	Frm	To	Depart	Arrive	Class
American Airlines	1350	DFW	ATL	Jan 07 08:56 am	Jan 07 12:01 pm	Q

New Flights:

Carrier	Flight Number	Frm	To	Depart	Arrive	Class
American Airlines	1309	DFW	ATL	Jan 07 10:25 am	Jan 07 01:28 pm	S

Exchange details

Original Airfare:	USD210.20
New Airfare:	USD295.47
Airfare Difference:	USD85.27
Forfeited Fare Amount:	0.00
Exchange Fee:	USD200.00
Total Cost of Exchange:	USD285.27

The new air segment(s) have been added to your itinerary. Please choose "Purchase New Flights" to complete the exchange or "Cancel Flight Exchange" to cancel your change.

[Cancel Flight Exchange](#) [Purchase New Flights](#)

Confirm

Complete the process just as you would a new reservation. When the word “Finished” appears at the top of the web page, the reservation is sent to a World Travel, Inc. agent for processing.

Finished!

You have successfully booked your trip!

Trip Record Locator : L M

This trip complies with your travel policy.

Your itinerary has been saved. World Travel, Inc will service your itinerary.

Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice. Airfare must be ticketed by an agent by: 04/22/2016 09:00 pm Eastern

Need Help?

Contact the World Travel, Inc. Online Support Team

800.221.4730

onlinehelp@worldtravelinc.com