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:

![Image of Unused Tickets](https://example.com/unused-tickets)

Concur Home Page

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

![Image of Concur Home Page](https://example.com/concur-home-page)

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.

![Image of Flight Matrix](https://example.com/flight-matrix)
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  
**Email:** onlinesupport@cbtravel.com