

## Change Airfare Reservations

You can change your upcoming airfare reservations in the system to update the departure date or time, but you must retain the original airfare carrier. Also be sure to change any car or hotel bookings associated with the flight. Reservation changes will be assessed and may result in an additional fee from the Travel Team Inc.

In the system you cannot change:

- The flight departure or arrival city.
- An airfare reservation that is in progress.
- An airfare reservation that was booked in the reservation center.

### 1. Open Existing Airfare Reservation

- On the home page, click *Travel* in the top menu bar.
- There are two ways to find your existing airfare reservations:
  1. Click *Trip Library* at the top of the page.
  2. Click the *Upcoming Trips* tab.
- Find your existing airfare reservation and click *Change* (Figure 1).
  - You cannot make changes to an airfare reservation that is in progress or that was booked in the reservation center. You will have to contact an agent at the Travel Team Inc. instead.
  - You cannot change the departure or arrival city. You will have to cancel the trip and rebook it by applying an unused ticket instead.
- To also make changes to car or hotel reservations associated with this flight, click *Modify Related Bookings*.

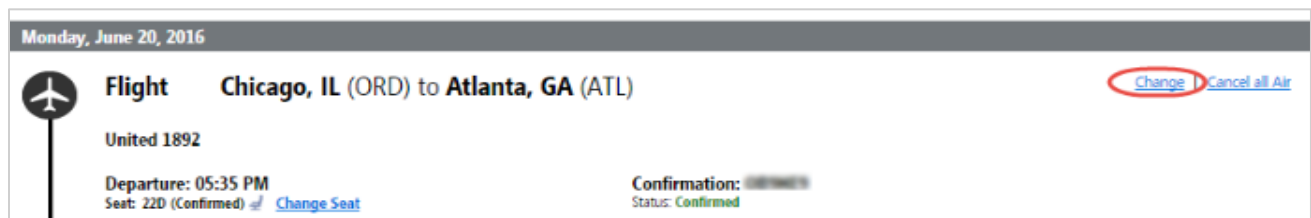


Figure 1

### 2. Change Airfare Reservations

- In the *Change Flight* window, select the flight segment you want to change (Figure 2).
- Complete the fields with your new search criteria, then click *Search*.
  - You can only make changes to the departure date or time.
  - You must retain the original airfare carrier.

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For assistance, contact the Travel Team Inc. by email: [online@thetravelteam.com](mailto:online@thetravelteam.com)

Figure 2

- View the search results. The results are similar to flights offered in the standard booking process (Figure 3).

**Flight Information**

⚠ Air exchange total cost (fare plus penalties) is greater than \$1

**Current Flights:**

Carrier	Flight Number	Frm	To	Depart	Arrive	Class
UNITED	1892	ORD	ATL	Jun 20 05:35 pm	Jun 20 08:50 pm	K

**New Flights:**

Carrier	Flight Number	Frm	To	Depart	Arrive	Class
UNITED	281	ORD	ATL	Jun 17 02:45 pm	Jun 17 05:56 pm	K

**Exchange details**

Original Airfare:	USD288.20
New Airfare:	USD298.20
Airfare Difference:	USD10.00
<b>Forfeited Fare Amount:</b>	0.00
Exchange Fee:	USD200.00
<b>Total Cost of Exchange:</b>	<b>USD210.00</b>

Cancel Flight Exchange   Purchase New Flights

Figure 3

- Click *Purchase New Flights* to finalize the purchase.
  - If you are changing a Southwest Airlines reservation, note that ticketing occurs when flights are selected, not when you click *Purchase New Flights*.
- Once the flight is ticketed you will receive an updated travel itinerary.

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