How to tell if an airfare reservation is ticketed vs. on-hold/confirmed.

Method #1

- From the UTravel/Concur homepage, click on MY TRIPS (bottom left).
- You will be taken to your Trip Library.
- Under Status, make sure it says **Ticketed**.
  - A Status of **Confirmed** means the reservation is **on-hold** and only reserved for 24 hrs.
  - An on-hold/confirmed reservation will expire if it’s not been ticketed within 24 hrs.

*Note: if your flight is with Southwest Airlines, the status will not say ticketed here. It will have a status of confirmed.*

Please use methods 2 or 3 to determine that a ticket has been issued.
Method #2

- From your Trip Library, click on a Trip Name/Description (looks like a hyperlink).
- Once the trip info pulls up, make sure there is a Ticket Number listed.

Method #3

- If you have received an Air Portal Airitinerary from one of the University’s OnSite Travel Agents, make sure the itinerary says *a ticket has been issued*.
- A Status of confirmed means the reservation is on-hold and only reserved for 24 hrs.
- An on-hold/confirmed reservation will expire if it’s not been ticketed within 24 hrs.