

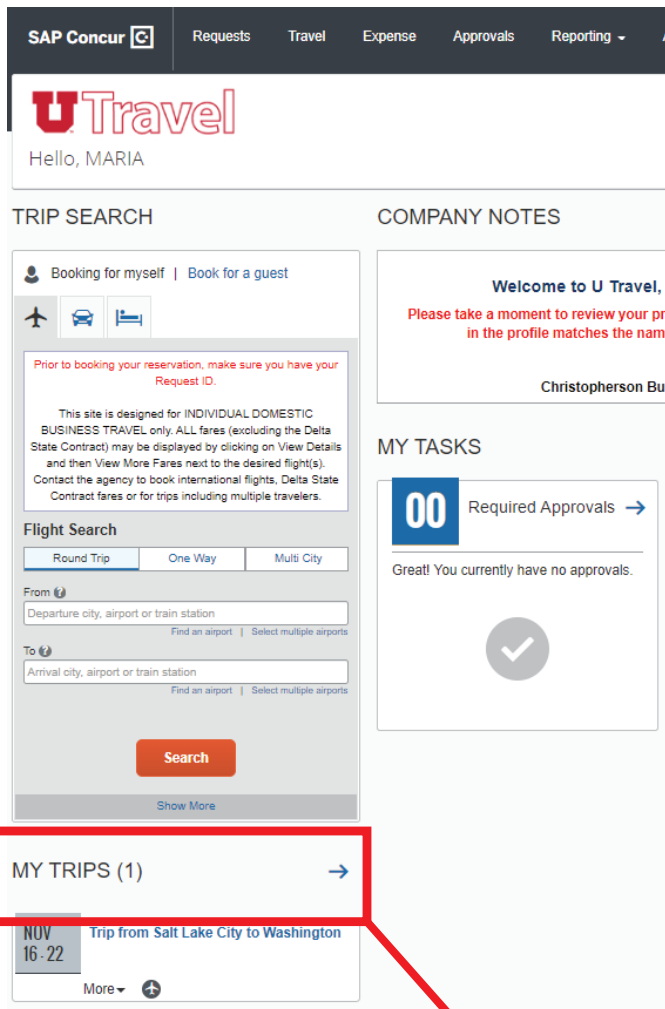
How to tell if an airfare reservation is ticketed vs. on-hold/confirmed.

## 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.



The screenshot shows the SAP Concur U Travel homepage. At the top, there is a navigation bar with 'SAP Concur' and a menu with 'Requests', 'Travel', 'Expense', 'Approvals', and 'Reporting'. Below the navigation bar, the U Travel logo is displayed along with a greeting 'Hello, MARIA'. The main content area is divided into several sections: 'TRIP SEARCH' on the left, 'COMPANY NOTES' on the right, and 'MY TASKS' at the bottom right. The 'TRIP SEARCH' section includes a 'Flight Search' form with fields for 'From' and 'To', and a 'Search' button. The 'MY TRIPS (1)' link is highlighted with a red box and an arrow pointing to the 'Trip Library' section below.

### Trip Library

Search Trip Names:

Dates To Use:  Booking Dates  Travel Dates

Date Range:    Include withdrawn trips

Trip Name/Description	Status	Date Booked
Trip from Salt Lake City to Washington (NANFH4)	Ticketed	08/20/2019
Trip from Salt Lake City to San Francisco (MPFOP3)	Confirmed	05/21/2019

(continued on next page)

## 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.

Trip Library

Search Trip Names  Dates To Use:  Booking Dates  Travel Dates Date Range:    Include withdrawn trips

Trip Name/Description	Status	Date Booked
Trip from Salt Lake City to Washington (NANFH4)	Ticketed	08/20/2019
Trip from Salt Lake City to San Francisco (MPFOP3)	Confirmed	05/21/2019

**TOTAL ESTIMATED COST**

Air

**Ticket Number: 0067306872480:**

Taxes and fees:

Total Estimated Cost:

On-line Check-in

[Delta Check-in](#)

You can check-in on-line up to **24** hours before your flight security. Click the Check-in button to find out more.



Confirmation: [HQZLIA](#)

## Method #3

- If you have received an Air Portal Airtinerary 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.

**CHRISTOPHERSON**  
BUSINESS TRAVEL

Salt Lake City, UT TO Washington, DC  
SAT 16 NOV 2019 - FRI 22 NOV 2019

 Download PDF  View in browser

**Note from Amy Martin**  
ELECTRONIC TICKET HAS BEEN ISSUED.  
\*TICKETED RESERVATION\*NONREFUNDABLE FARE  
AIRLINE FEES APPLY FOR DATE OR TIME CHANGES  
NONTRANSFERABLE