GUIDE TO CONCUR TRAVEL AIRLINE PREFERRED SEAT SELECTION

The following is important information on the new process for reserving preferred seats:

- Travelers *without* an airline elite status are now able to select preferred seating.
- All seats displaying a “star” require payment.
- Once selected, a message box appears, stating the seat must be paid for upon completion of the reservation by contacting Acendas or accessing the airline’s website.
- The selected seat will show as reserved on the Concur itinerary and Acendas invoice.

**PLEASE NOTE**—If no payment is made by travelers, the following will occur:
- The seat will be automatically cancelled.
- The selected seat will appear as reserved on the Concur itinerary and Acendas invoice.
- Upon check-in, there will be no seat assignment listed on the boarding pass.

*Example of Acendas invoice showing payment due for reserved seats.*

*Note to travelers with elite status:* Preferred paid seating may be offered at a discounted price for elite frequent flyer members.