

## Corporate Travel Planning - Unused Tickets

- 1) Click on the "**Travel**" link at the top of the page.
- 2) Click on "**Profile**".
- 3) Click on "**Profile Settings**".
- 4) Click on "**Personal Information**".
- 5) Select "**Unused Tickets**" in the **JUMP TO** menu.

All unused tickets associated with your account will show in the "Unused Tickets" field.

CTP will alert you 90 days before you unused ticket is set to expire.

For further assistance with your unused ticket or to transfer the name to another travel, call the

Full Service Agent Assistance: 844-668-7602 or 210-524-4333

All Done!