If you previously purchased an airline ticket and now need to make a change, first determine if the change is business related or personal:

**Business Related:**

- You do not need to create a new request. Your TMC (travel agent) will need to do a ticket exchange for you. Contact them to obtain flight information and the amount of the change fee.
- Email your original approver with details about the change, amount of the change fee, and the business purpose/business benefit for the change.
- Upload the email of approval to the original request using the Attachment button.
- Confirm your itinerary with the TMC.
- Forward the Approved Request using the Print/Email button and in the email note:
  - $500 change fee approved by Sue Robinson, Bus. Mgr, approval email attached.

** See instructions on travel website:  https://ba.uoregon.edu/travel/concur See Step-by-Step Notify the TMC of a Request Approval

**Change due to a personal reason:**

- If your change is personal you will need to pay for the change.
- Contact the TMC (travel agency) to obtain flight and change fee information.
- Confirm your ticket exchange with the TMC and provide your credit card for the fee.