View or Change Available Seats for Airline Reservations

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
</table>
| 1    | **Viewing Available Seats While Creating Reservation:**  
After entering your search information, locate the flight you are interested in and click **Show Fares** or **Show Details** for that item. |
Result: Flight detail information is shown. The seat icon appears if the chosen airline allows access to view seats before booking the trip. Each airline has its own requirements for viewing available seats.

Click the seat icon for the **Outbound flight** to view available seats for each segment of your trip. Remember, if this is available at this point, it will be to view available seats only and not to select a specific seat.

Please note the **Seat Map** legend to determine which seats are available.

⚠️ **Note:** Each airline has its own requirements for seat requests and some airlines may not make viewing or requesting seats available. If you are unable to request a seat during the TTE reservation process, go to the airline vendor’s website to make your seat request. At any rate, seat assignment is subject to change by the airline.

Click the **Close** button in the upper right corner.
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</table>

**Seat Map**

Delta Flight: 0150  McDonnell Douglas MD-80  Hartsfield Intl Arpt (ATL) - Ronald Reagan National Arpt (DCA)  
05/04/2015

- Available seat
- Occupied seat
- Preferential seat
- Exit row
- Leave vacant or assign last seat
- Selected Seat

Preferential seating is not generally available for discounted fares, or travelers without higher levels of frequent flyer status.

Seat assignment is subject to change up until time of departure.

[Image of seat map with highlighted areas]
Click the seat 📌 icon on the next segment of your trip to view available seats.

<table>
<thead>
<tr>
<th>Price</th>
<th>Carrier</th>
<th>Depart</th>
<th>Arrive</th>
<th>Stops</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>$428.33</td>
<td>Delta</td>
<td>ATL 12:00 pm ⇒ DCA 01:02 pm</td>
<td>0</td>
<td>1h 42m</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DCA 02:00 pm ⇒ ATL 04:36 pm</td>
<td>0</td>
<td>2h 56m</td>
<td></td>
</tr>
</tbody>
</table>

Please note the **Seat Map** legend to determine which seats are available.

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View or Change Available Seats for Airline Reservations

**Step** | **Action**
--- | ---

**Seat Map**

*Delta Flight: 0150 McDonnell Douglas MD-80*  
Hartsfield Intl Arpt (ATL) - Ronald Reagan National Arpt (DCA)  
05/04/2015

- Available seat
- Occupied seat
- Preferential seat
- Exit row
- Leave vacant or assign last seat
- Selected Seat

Preferential seating is not generally available for discounted fares, or travelers without higher levels of frequent flyer status.

Seat assignment is subject to change up until time of departure.
Select or Change Seat While Reserving the Flight:

After completing your search and clicking Select to choose a flight itinerary, the Trip Summary; Review and Reserve Flight page displays.

You will automatically be assigned a seat based on the entry you made in Travel Preferences in your TTE profile. You can click the View seatmap link to view available seats at this point, but you cannot change it from the Review and Reserve Flight page.

Reserve your flight choice by clicking Reserve Flight and Continue.
<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEAT ASSIGNMENT</td>
<td>Seats will be automatically selected based on your profile preferences and can be changed on the Travel Details pages or any time after booking is complete. View seatmap.</td>
</tr>
<tr>
<td>REVIEW PRICE SUMMARY</td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td></td>
<td>Airfare</td>
</tr>
<tr>
<td></td>
<td>Total Estimated Cost</td>
</tr>
<tr>
<td></td>
<td>Total Due Now</td>
</tr>
<tr>
<td>METHOD OF PAYMENT</td>
<td>This purchase will be charged to your company directly.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="" /> This is a Non-Refundable Ticket</td>
</tr>
<tr>
<td></td>
<td><strong>THIS IS A NON-REFUNDABLE FARE.</strong> Carrier rules may vary. Changes or cancellations may need to be made prior to first departure to retain ticketed value. Select OK to continue.</td>
</tr>
<tr>
<td></td>
<td>By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.</td>
</tr>
<tr>
<td></td>
<td>![button] Reserve Flight and Continue</td>
</tr>
</tbody>
</table>
Result: The **Travel Details** section of the **Trip Summary** page is displayed.

Scroll down to view **Reservations** for each segment of your flight. You can view your selected seats for each flight and change or select a seat.

To change your seat click **Change Seat link**.

Result: The **Seat Map** opens. The system selected seat appears in the **Seat Selection Box** and as an orange box with a checkmark on the **Seat Map** itself.

Review the **Seat Map** legend to determine which seats are available. Click the available seat you would like. Some airlines require you to be a member of a frequent traveler program to reserve some of the seats.

Click **Change Seat** to change the seat.
### Step 6

Click the dropdown in **Available Flights** to change seats for any other segments of your flight itinerary ad proceed with the same process as above. When done, click **Close**.

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**Seat Map**

- **Delta Flight: 150 McDonnell Douglas MD-90**
- **Hartsfield Intl Arpt (ATL) - Ronald Reagan National Arpt (DCA)**
- **09/04/2015**
- **Seat Selection:** 31C

![Seat Map Diagram]

**Available seats**
- Available seat
- Occupied seat
- Preferential seat
- Exit row
- Leave vacant or assign last seat
- Selected Seat

*Preferential seating is not generally available for discounted fares, or travelers without higher levels of frequent flier status.*

*Seat assignment is subject to change up until time of departure.*

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**Change Seat**

**Close**
### Step 7

**Changing a Seat After Reserving a Flight and it Appears in Upcoming Trips:**

From **Upcoming Trips** on the **Travel** tab, click the reservation name with the flight you wish to change seats for.

![Image of the Travel tab with a highlighted reservation]

#### Action

1. **Result:** The Travel Itinerary opens.
2. Scroll to the flight segment you wish to change the seat for. Click the **Change Seat** link.

![Image of the Travel Itinerary with a highlighted flight segment]

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**9/29/2016**

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<table>
<thead>
<tr>
<th>Step</th>
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</tr>
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<tbody>
<tr>
<td><strong>Result:</strong></td>
<td>The Seat Map opens. The previously selected seat appears in the Seat Selection Box and as an orange box with a checkmark on the Seat Map itself.</td>
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</table>

Review the Seat Map legend to determine which seats are available. Click the available seat you would like. Some airlines require you to be a member of a frequent traveler program to reserve some of the seats.

Click **Change Seat** to change the seat.

### Seat Map

![Seat Map Image]

**Delta**
Flight: 150  McDonnell Douglas MD-90
Hartsfield Intl Arpt (ATL) - Ronald Reagan National Arpt (DCA)
05/04/2015

Seat Selection: 31C
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10</strong></td>
<td>Click the dropdown in <strong>Available Flights</strong> to change seats for any other segments of your flight itinerary. When done, click <strong>Close</strong>.</td>
</tr>
<tr>
<td><strong>11</strong></td>
<td>When finished changing seats, scroll to the bottom of the <strong>Trip Overview</strong> section of the <strong>Trip Summary</strong> and click <strong>Return to Travel Center</strong>.</td>
</tr>
</tbody>
</table>

Your reservation is updated for the seat change.