

## Changing a flight before the ticket is issued

[Access my booking](#)

In the travel request, click

In the Amadeus/Cytric pop-up that opens, after a short pause you will see the 'Confirmation for ...' menu.

Click 'Change Flight Booking' below the flight you want to change. If you want to change more than one flight, click any of the flights at random.

My Trips Sebastiaan Meijndert

**3W** Werken voor Nederland WereldWijd

### Confirmation for Sebastiaan Meijndert

**Approval:**

The trip request is waiting for approval.

Approval Deadline: Friday, 07FEB20 16:30 (CET)  
No Approver selected

Segment #	Type	Travel Date	Destination	Time Periods	Requested Service	Status	Total
1		01APR20	Amsterdam(AMS) - New York(NYC)	17:55 - 19:55 (-6)	KL 643 Business	Confirmed	3.652,50
2		04APR20	New York(NYC) - Amsterdam(AMS)	17:30 - 06:45 (+6)	KL 642 Business	Confirmed	Included in segment #1

Total Cost of the complete Trip in EUR: **3.652,50**

#### Itinerary

**Wednesday, 01April2020 to New York**

Sebastiaan Meijndert ()

KL 643 Business Class (C), Airline Reference: SNOPB2

17:55 Amsterdam, NL (AMS), Schiphol (Airport) (AMS)

19:55 New York NY, US (NYC), John F Kennedy Intl (JFK), Terminal 4

Status: Confirmed

Baggage: Cabin Baggage up to 18 kg, 2 Checked Bags up to 32 kg

Ancillary Services: Meal, Lounge Access, Business Class Miles Accrual, Snack, Beverage, Sky Priority

Flight Duration: 8h 0min, Time Difference: -6, Miles: 3639, CO2 Emissions: 862 kg

Booking Code: SNOPB2, External Booking Reference: ACS-532607, Booking Date: 06FEB20

[Change Flight Booking](#) | [Cancel Flight Booking](#)

**Saturday, 04April2020 to Amsterdam**

Sebastiaan Meijndert ()

KL 642 Business Class (C), Airline Reference: SNOPB2

#### Additional Options

[Printable View](#) | [Currency](#) | [Trip history](#)

#### Frequent Trip

Name:\*

[Save as Frequent Trip](#)

#### Forward additional Confirmation

eMail to:

eMail Address:\*

[Send](#)

#### Weather Forecast for New York from 07FEB20 through 11FEB20

Next Day

Friday 07FEB20

4°C | 7°C

In the next screen, you can indicate which flights you want to change. You can do so simply by moving the slider above that flight to the right to activate this option (see (1)).

If you want to change the date, you can do so at (2). Enter the departure time you want at (3). Uncheck (4) to also see flights offered by other airlines. Click 'Continue' (5).

The screenshot displays the 'Change booking' interface on the cyrric website. At the top, there is a navigation bar with the cyrric logo, 'My Trips', and the user's name 'Sebastiaan Meijndert'. Below the navigation bar, the '3W' logo is visible with the tagline 'Werken voor Nederland WereldWijd'. The main heading is 'Change booking'. A toggle switch for 'Change or cancel this segment' is currently off. The flight details for the selected segment are: 01APR20, KLM Royal Dutch Airlines - 643, Amsterdam, NL, Nonstop, Total time: 8h 00m, New York, NY, US, 19:55 JFK, Booking code: SNOPB2. Below the flight details, there is a note about seat status and baggage. A second flight segment is shown below, with a toggle switch for 'Change or cancel this segment' turned on, circled with a '1'. This segment is: 04APR20, KLM Royal Dutch Airlines - 642, New York, NY, US, Nonstop, Total time: 7h 15m, Amsterdam, NL, 06:45 AMS, Booking code: SNOPB2. Below the second flight segment, there is a 'Your new search' section. It includes a 'Departure Date' field set to 'Fri, 3 Apr 2020' (circled with a '2'), a 'Departure Time' field set to '20 : 00' (circled with a '3'), and a 'via' dropdown menu (circled with a '4'). There is also a checkbox for 'Only non-stop connections' and a checkbox for 'Keep on the same airline' which is checked. To the right of the search fields, there is an 'OR' separator and a checkbox for 'Cancel this segment' which is unchecked. Below this, there is a note: 'This segment will be Cancelled when you reach the confirmation page.' At the bottom left, there is a 'Back' button with a left arrow. At the bottom right, there is a blue 'Continue' button (circled with a '5').

In the next screen, select a new flight from those available.

1. Current flight (to be changed)
2. New options
3. Select the flight you want by clicking the blue arrow.

### Round trip Amsterdam ⇌ New York

▼  Kim Royal Dutch Airlines - 643	APR <b>1</b>	Amsterdam, NL <b>17:55 AMS</b>	Nonstop Total time: 8h 00m	New York, NY, US <b>19:55 JFK</b>	Recommended <input checked="" type="checkbox"/>
	APR <b>3</b>	New York, NY, US -- : --		Amsterdam, NL -- : --	

AMS → NYC  
Wed, 1 Apr ✓

**NYC → AMS**  
Fri, 3 Apr

Sorted by  
**Lowest fare**

Filter ▼

Prices do not include any payment fee that may apply to your form of payment. The airline Kim Royal Dutch Airlines is enforced by the Travel Management.

Time difference: +6h 00m

Booked for Sat, 4 Apr 2020

▼  Kim Royal Dutch Airlines - 642	New York, NY, US <b>17:30 JFK</b>	<b>1</b>	Nonstop Total time: 7h 15m	Amsterdam, NL <b>06:45 AMS</b>
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New options for Fri, 3 Apr 2020

▼  Kim Royal Dutch Airlines - 2376 (operated by Air France), 1230	New York, NY, US <b>19:30 JFK</b>	1 Stop Total time: 10h 05m	Amsterdam, NL <b>11:35 +1 AMS</b>	Recommended <input checked="" type="checkbox"/>	Total trip prices in Economy from <b>1.511,27 €</b>
▼  Kim Royal Dutch Airlines - 6007 (operated by Delta Air Lines)	New York, NY, US <b>19:30 JFK</b>	Nonstop Total time: 7h 45m	Amsterdam, NL <b>09:15 +1 AMS</b>	Recommended <input checked="" type="checkbox"/>	Total trip prices in Economy from <b>1.514,68 €</b>
▼  Kim Royal Dutch Airlines - 644	New York, NY, US <b>22:00 JFK</b>	Nonstop Total time: 7h 20m	Amsterdam, NL <b>11:20 +1 AMS</b>	Recommended <input checked="" type="checkbox"/>	Total trip prices in Economy from <b>1.514,68 €</b>

Once you have selected the new flights, the new fares will be displayed. At the top of the screen, you will see your newly selected combination of flights. Below them, you will see the fares for that itinerary. Select a fare by clicking the blue arrow to the right.

**3W** Werken voor Nederland WereldWijd

1 Start of change 2 Select flights 3 Select fare 4 Complete booking 5 Confirmation

You are booking for: **S** Meijndert, Sebastiaan

Controleer op EC(Y) of BC (C) bij de aangeboden heen- en terugreis.  
Controleer wijzigingskosten, restitutie bij annulering en bagage.

### Round trip Amsterdam ⇌ New York

	Kim Royal Dutch Airlines - 643	APR 1	Amsterdam, NL	17:55 AMS	Nonstop	Total time: 8h 00m	New York, NY, US	19:55 JFK
	Kim Royal Dutch Airlines - 6007 (operated by Delta Air Lines)	APR 3	New York, NY, US	19:30 JFK	Nonstop	Total time: 7h 45m	Amsterdam, NL	09:15 +1 AMS

Show more fares

Service class mix Filter

Prices do not include any travel agency service fee that may apply or any payment fee that may apply to your form of payment.

#### Suggested fare

	Service class <b>BUSINESS</b>	Change <b>Changeable</b>	Refund <b>+4.289,68 € / -0,00 €</b>	Baggage <b>2 x </b>	<b>BUSINESS</b>	Total price <b>4.289,68 €</b>	
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#### Other fares

	Service class <b>ECONOMY</b>	Change <b>150,00 €</b>	Refund <b>+82,59 € / -1.432,09 €</b>	Baggage <b>X</b>	<b>LIGHT2</b>	Total price <b>1.514,68 €</b>	
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In the next screen, enter the necessary information and, at the bottom right of the screen, select:

4.289,68 € [Details](#) **Complete Booking**  
Liable for payment

You will then see the confirmation screen. Please note: you may see a new ticketing deadline.



### Confirmation for Sebastiaan Meijndert

**Approval:**

The trip request is waiting for approval.  
Approval Deadline: **Monday, 10FEB20 08:11 (CET)**  
No Approver selected

Segment #	Type	Travel Date	Destination	Time Periods	Requested Service	Status	Total
1		01APR20	Amsterdam(AMS) - New York(NYC)	17:55 - 19:55 (-6)	KL 643 Business	Confirmed	4.289,68
2		03APR20	New York(NYC) - Amsterdam(AMS)	19:30 - 09:15 (+6)	KL 6007 Business	Confirmed	Included in segment #1

Total Cost of the complete Trip in EUR: **4.289,68**

### Itinerary

**Wednesday, 01April2020 to New York**

Sebastiaan Meijndert ()  
KL 643 Business Class (C), Airline Reference: SNOPB2

17:55 Amsterdam, NL (AMS), Schiphol (Airport) (AMS)  
19:55 New York NY, US (NYC), John F Kennedy Intl (JFK), Terminal 4  
Status: Confirmed  
Baggage: Cabin Baggage up to 18 kg, 2 Checked Bags up to 32 kg  
Ancillary Services: Meal, Lounge Access, Business Class Miles Accrual, Snack, Beverage, Sky Priority  
Flight Duration: 8h 0min, Time Difference: -6, Miles: 3639, CO2 Emissions: 862 kg  
Booking Code: SNOPB2, External Booking Reference: ACS-532607, Booking Date: 06FEB20

[Change Flight Booking](#) | [Cancel Flight Booking](#)

**Friday, 03April2020 to Amsterdam**

Sebastiaan Meijndert ()

**Additional Options**  
[Printable View](#) | [Currency](#) | [Trip history](#)

**Frequent Trip**

Name:\*

  
[Save as Frequent Trip](#)

**Forward additional Confirmation**

eMail to:

  
[Send](#)

**Weather Forecast for New York from 07FEB20 through 11FEB20**

Next Day

Friday 07FEB20

4°C | 7°C

If you have submitted the booking previously, you must do so AGAIN after this change.

If you have not yet submitted the booking, you must do so now. At the top right , select 'Logout'.

Confirmation for Sebastiaan Meijndert

Approval:

The trip request is waiting for approval.

Approval Deadline: **Monday, 10FEB20 08:11 (CET)**  
No Approver selected

Segment #	Type	Travel Date	Destination	Time Periods	Requested Service	Status	Total
1		01APR20	Amsterdam(AMS) - New York(NYC)	17:55 - 19:55 (-6)	KL 643 Business	Confirmed	4.289,68
2		03APR20	New York(NYC) - Amsterdam(AMS)	19:30 - 09:15 (+6)	KL 6007 Business	Confirmed	Included in segment #1
Total Cost of the complete Trip in EUR:							<b>4.289,68</b>

Additional Options  
Printable View | Currency | Trip history

Fre...

Name:\*

Save as FrequentTrip

Forward additional Confirmation  
eMail to:

- My User Profile
- My FrequentTrips
- My Travel Arrangers
- Travelpoint
- Logout

The next screen contains a brief explanation of how to submit the booking for approval in TEM. Close the pop-up, and select the blue 'Submit offer or submit for approval' button:

Travel type **Standard travel request**

Submit offer or submit for approval

Delete