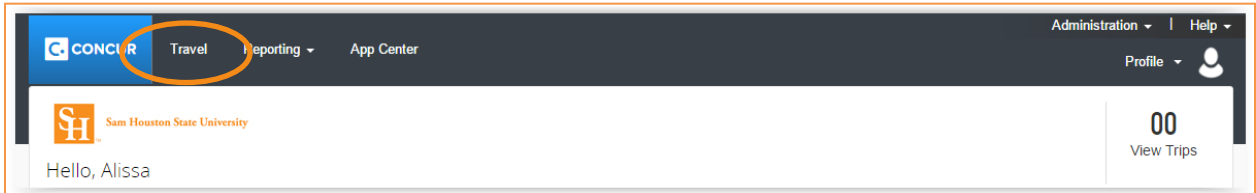


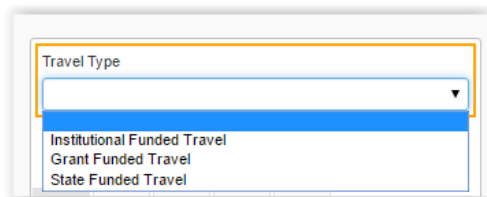
Concur Online Travel Booking Tool: Booking Air

Prior to booking travel you must complete your **Concur Travel Profile**. (See the Completing Your Profile Job Aid.)

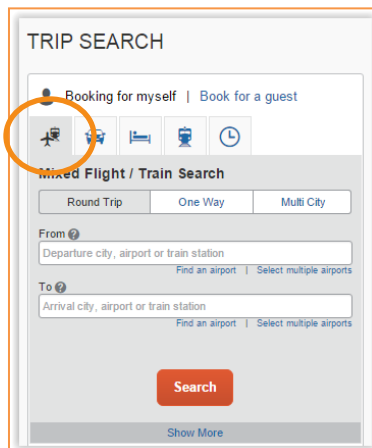
1. Log into Concur and select the **Travel** option from the top header.



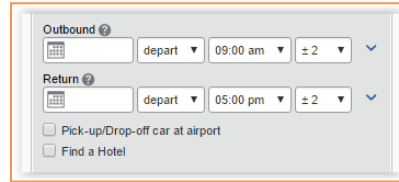
2. Select your **Travel Type** from the drop down.



3. Click the tab for Air/Rail Search.
 - a. You can search by **Round Trip**, **One Way** or **Multi-Segment** if needed.
 - b. Enter your **From** (Departure City) and **To** (Arrival City)
(The search allows you to search by specific airport, or by “area airports” so you can search multiple airports for the best price.)



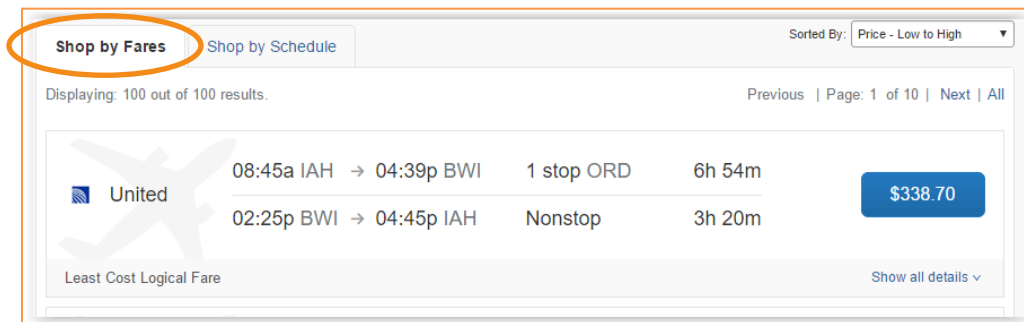
4. Enter your departure or arrival times.
 - a. The search allows the user to specify the preferred **Outbound** (departure) time or the preferred **Return** (arrival) time. The search can be a broad search (morning, afternoon, etc.) or a specific search. The box to the far right allows the search window to be expanded or decreased.



Outbound [?]
 depart 09:00 am ± 2
 Return [?]
 depart 05:00 pm ± 2
 Pick-up/Drop-off car at airport
 Find a Hotel

Note: To add a car search select the box next to **Pick-up/Drop-off car at airport**. To add a hotel search select the box next to **Find a Hotel**.

5. Once the parameters are chosen, select **Search**.
6. Upon completion of the search, flights options will be presented in two different ways:
 - a. **Shop By Fares** - Flights are already arranged by price and already include the outbound and return flight options. Note: Select **Show all details** for more information.



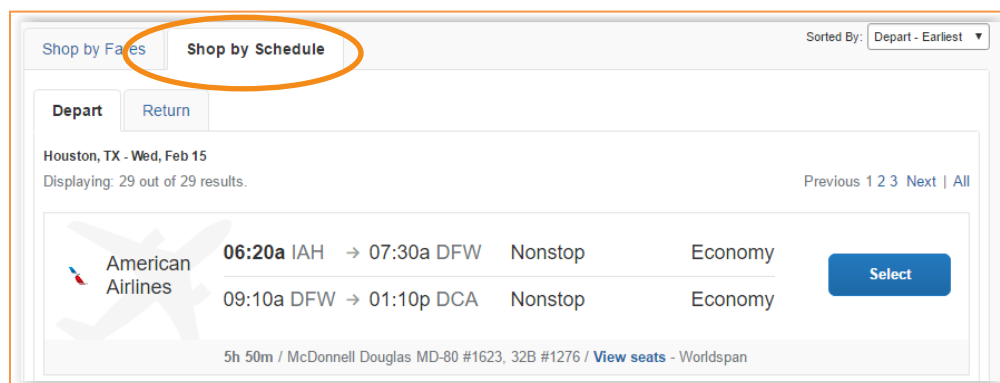
Shop by Fares | Shop by Schedule | Sorted By: Price - Low to High

Displaying: 100 out of 100 results. Previous | Page: 1 of 10 | Next | All

United	08:45a IAH → 04:39p BWI	1 stop ORD	6h 54m	\$338.70
	02:25p BWI → 04:45p IAH	Nonstop	3h 20m	

Least Cost Logical Fare | Show all details v

- b. **Shop By Schedule** – Departure flights are presented first and Return flights options will be presented after the departure flight is selected. Once both have been selected, the total price will be displayed. Note: Select **Show all details** for more information.



Shop by Fares | Shop by Schedule | Sorted By: Depart - Earliest

Depart | Return

Houston, TX - Wed, Feb 15
 Displaying: 29 out of 29 results. Previous 1 2 3 Next | All

American Airlines	06:20a IAH → 07:30a DFW	Nonstop	Economy	Select
	09:10a DFW → 01:10p DCA	Nonstop	Economy	

5h 50m / McDonnell Douglas MD-80 #1623, 32B #1276 / View seats - Worldspan

Selected Fare

06:20a IAH → 01:10p DCA 1 stop DFW 5h 50m

12:05p BWI → 04:33p IAH 1 stop 5h 28m

\$366.70

[Remove](#)

[Show all details](#)

Helpful Hint: Air Matrix – A great way to sort your flights by the airline (columns) or **Nonstop** vs. **1 stop**, or more than one stop, is to utilize the Matrix located at the top of the **Search Results** page. The Matrix can be hidden by selecting **Hide matrix** and can be re-displayed by selecting **Show matrix**.

HOUSTON, TX TO WASHINGTON, DC WED, FEB 15 - FRI, FEB 17					Print / Email
					Hide matrix
All 100 results					
Nonstop 6 results	825.20 6 results	—	—	—	
1 stop 94 results	338.70 4 results	354.70 74 results	363.20 14 results	589.20 2 results	

7. Once you select the flights that you want, you will be presented with and **Review and Reserve Flight** page.
 - a. **Review Flights** - Review the selected flights. Be sure to verify dates and times.

Review and Reserve Flight

REVIEW FLIGHTS

DEPART [✕](#) Wed, Feb 15 – Houston, TX to Washington, DC / 1h 40m layover in Dallas, TX [Hide details](#)

Wed, Feb 15 06:20a IAH → 07:30a DFW 1h 10m [American Airlines #1623](#) [View seats](#) / McDonnell Douglas MD-80

Layover in Dallas, TX 1h 40m *Dallas Ft Worth Int'l*

09:10a DFW → 01:10p DCA 3h 00m [American Airlines #1276](#) [View seats](#) / 32B

RETURN [✕](#) Fri, Feb 17 – Baltimore, MD to Houston, TX [Hide details](#)

Fri, Feb 17 12:05p BWI → 04:33p IAH 4h 02m [American Airlines #2069](#) [View seats](#) / Change Aircraft Enroute

- b. **Confirm/Enter Traveler Information** – The **Primary Traveler** name must match the government issued photo identification that will be used during travel. Add your frequent flyer information as needed. (Note: This information comes from your profile.)

ENTER TRAVELER INFORMATION
 Ensure all traveler information below is correct. ⓘ

Primary Traveler [Edit](#) | [Review all](#)

Name: Alissa Lyn Flynn **Phone:** 210-483-0699

Frequent Flyer Programs [Add a Program](#)

For United

Seat Assignment – You may select **View seatmap** to review the seating options. If you do not select a seat, Concur will assign one based on your travel preferences designated in your profile.

SEAT ASSIGNMENT
 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](#)

- c. **Review Price Summary.** The ticket will be charged directly to Sam Houston State University.

REVIEW PRICE SUMMARY			
Description	Fare	Taxes and Fees	Charges
Airfare	\$216.75	\$44.45	\$261.20
Total Estimated Cost :			\$261.20
Total Due Now:			\$261.20

- d. **Select Method of Payment.** You will have the option of using the Sam Houston State credit card, or another card you choose.

SELECT A METHOD OF PAYMENT
 How would you like to pay?

ⓘ [Add credit card](#)

* Indicates credit card is a company card

- e. Review the Ticket Rules and select **Reserve Flight and Continue.**

This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

- 8. Review the **Travel Details Page**. On this page you can review what was booked and you can **Change/Cancel** what you've selected and or **add a Car or Hotel** to the booking. Select **Next** to Continue.

9. **Trip Booking Information** – On this page,
 - a. You are given the opportunity to customize your **Trip Name** and create a **Trip Description**.
 - b. You can **Add Comments for the Travel Agent** (an additional fee will not be incurred.)
 - c. **Send a copy of the confirmation** to another email address.
 - d. You'll need to provide the following information specific to the trip.
 - i. **Requisition Number**
 - ii. **Fund**
 - iii. **Org**
 - iv. **Account**
 - v. **Program**
 - e. You will designate whether you want to use an unused ticket (if there is one available) for this reservation.

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

<p>Trip Name This will appear in your upcoming trip list.</p> <input style="width: 95%; height: 25px;" type="text" value="Trip from Houston to Washington"/>	<p>Trip Description (optional) Used to identify the trip purpose</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>Comments for the Travel Agent (optional) Special Requests may incur a higher service fee.</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Send a copy of the confirmation to: <input style="width: 80%; height: 20px;" type="text"/></p> <p>Send my email confirmation as <input checked="" type="radio"/> HTML <input type="radio"/> Plain-text</p>
<p>Requisition Number [Required] <input style="width: 95%; height: 20px;" type="text"/></p> <p>Org [Required] <input style="width: 95%; height: 20px;" type="text"/></p> <p>Program [Required] <input style="width: 95%; height: 20px;" type="text"/></p>	<p>Fund [Required] <input style="width: 95%; height: 20px;" type="text"/></p> <p>Account [Required] <input style="width: 95%; height: 20px;" type="text"/></p> <p>Any Unused Tickets in your concur profile to apply? (agent will search your profile for your credit) [Required] <input style="width: 95%; height: 20px;" type="text"/> </p>

You may HOLD this reservation until: 08/11/2016 12:55 am Eastern

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
 Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Note: On this page you can select **Hold Trip**. The reservation will be held for approximately 24 hours. The exact time it can be held will be displayed. This does not guarantee the fare.

10. Select **Next**.
11. The **Trip Confirmation** page is the final step. Select **Purchase Ticket** to complete your reservation.