Booking a Flight

It is advised to **Start with a Travel Request and use the Book Travel** link. See *Creating and Submitting a Travel Request* tip sheet. Travelers may use Trip Search to browse for estimated costs to enter into a Travel Request.

Note: Travelers may choose to **Start in Trip Search**. When the reservations are purchased a Travel Request will be auto-created in the traveler’s profile. The traveler must submit the auto-created Travel Request to prevent the trip from being canceled.

1. From the **SAP Concur** home page, enter your search criteria, such as type of trip, departure city and date, and return city and date.

2. You can also specify whether you need a car and/or hotel for your trip.

3. After you complete your search details, click **Search**.

You will see a list of available flights on the **Depart** tab.

4. To filter the results, select a column, row, or cell in the Airline grid at the top of the Results page or you can use the sliding scales on the left.

5. Scroll down to view more results.
6. To select your departure and return flights, click Select.

The **Shop by Fares** tab displays your selected flight options. You can use the **Shop by Schedule** tab to view results by flight times.

7. Click **View Fares**.
The **Fare Options** display. The **green** checkmark icon indicates that the selected option is within policy. The **yellow** caution icon indicates a violation of a rule. You can complete the booking but a business reason will be required for reporting - which will also archive the alternative fares (lower-priced and in compliance with policy) that were not selected. A red exclamation point icon indicates a serious violation and cannot be booked.

8. Click **Flight details**.

If you want to view the available seating for the flight, click **View seats** to open a popup window that displays the seating configuration. Depending on the airline, you can select your desired seat for the flight.

You can scroll down to review additional fare options.

9. When you are ready to select your flight, click the fare amount.
In the **Review and Reserve Flights** section, review your flight itinerary.

10. Scroll down to review the seat map, review the price summary information, and select your payment method.

11. After you review the fare rules and restrictions, click **Reserve Flight and Continue**.
You will see your complete travel itinerary. From this page, you can also choose to add a car, hotel, wifi, or rail (depending on location) to your itinerary.

If you selected the options to book a car and/or hotel on the initial search page, you will be prompted to select a car or hotel for your trip before you see the Travel Details.

12. Scroll down, and then click Next.
A pop-up window notifies you that your trip does not have any car or hotel reservations. Confirm that you do not want any additional reservations.
On the Trip Booking Information page, notice that the Trip Name is based on the departure and arrival cities. You can edit the Trip Name as needed. You can also provide a Trip Description and enter who you would like to send a copy of the confirmation to.

13. Enter the reason you did not book a car with your flight, and then click Next.

14. To finalize your reservation process, scroll down, and then click Confirm Booking.

Note that if your company does not require approvals for trips, you will see a Purchase Ticket button instead of a Confirm Booking button.

By confirming the booking, you are sending your reservation to your manager for approval.
The **Pre-populating Your Expense Report** page appears. You can select transportation options for arrival and departure from the airports during your trip.

15. For this example, select Taxi.

16. Click **Finish**.
Depending on your company’s Travel and Request configuration, you return to the Travel page and can view your Upcoming Trips. If you need to submit a request prior to travel, you will continue to the Request Header screen to complete the required request.