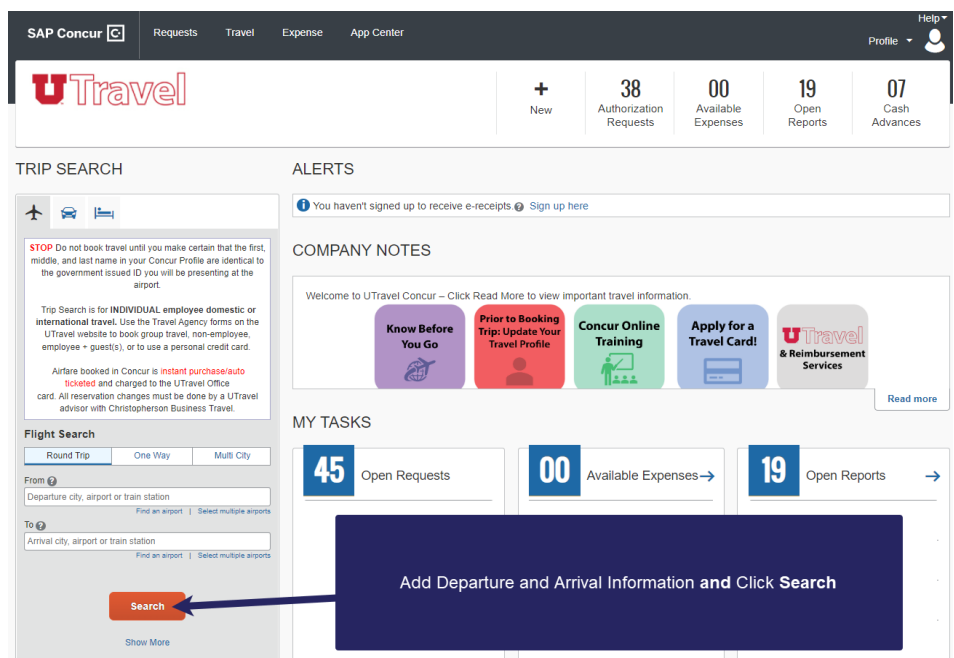


Booking a Flight

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.

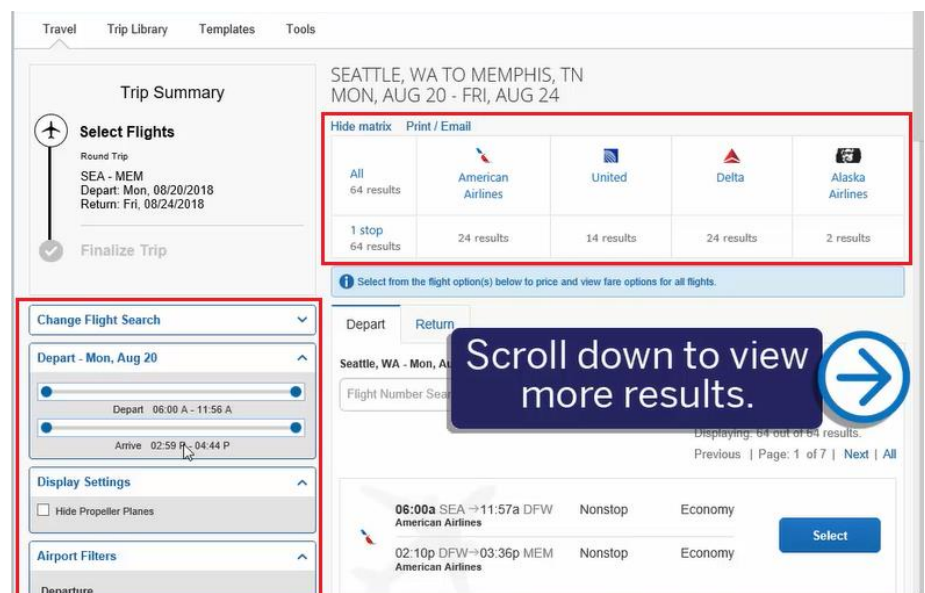
Note: Travelers may choose to **Start in Trip Search**. When the reservations are Purchased a Travel Request will be auto-created in the traveler's profile. The traveler **must submit the auto-created Travel Request** to prevent the trip from being canceled.

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**.

06:00a SEA → 02:07p EWR
United

Nonstop

Economy

Select

02:44p EWR → 04:35p MEM
United

Nonstop

Economy

8h 35m / United 1929, United 4943 - [View seats](#)
Airbus Industrie A320-100/200, Embraer RJ135/140/145 (Worldspan)

06:00a
American

05:00p
American

Click Select.

Select

10h 28m / American Airlines 2748, American Airlines 1996 - [View seats](#)
32B, Airbus Industrie A319 (Worldspan)

06:00a SEA → 11:57a DFW
American Airlines

Nonstop

Economy

Select

06:45p DFW → 08:17p MEM
American Airlines

Nonstop

Economy

12h 17m / American Airlines 2748, American Airlines 2079 - [View seats](#)
32B, Airbus Industrie A319 (Worldspan)

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**.

Shop by FaresShop by Schedule

Flight Number SearchSorted By: Price - Low to High

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

07:15a SEA → 05:57p MEM 1 stop IAH 8h 42m

Click View Fares.

\$437.10

View Fares

Show all details

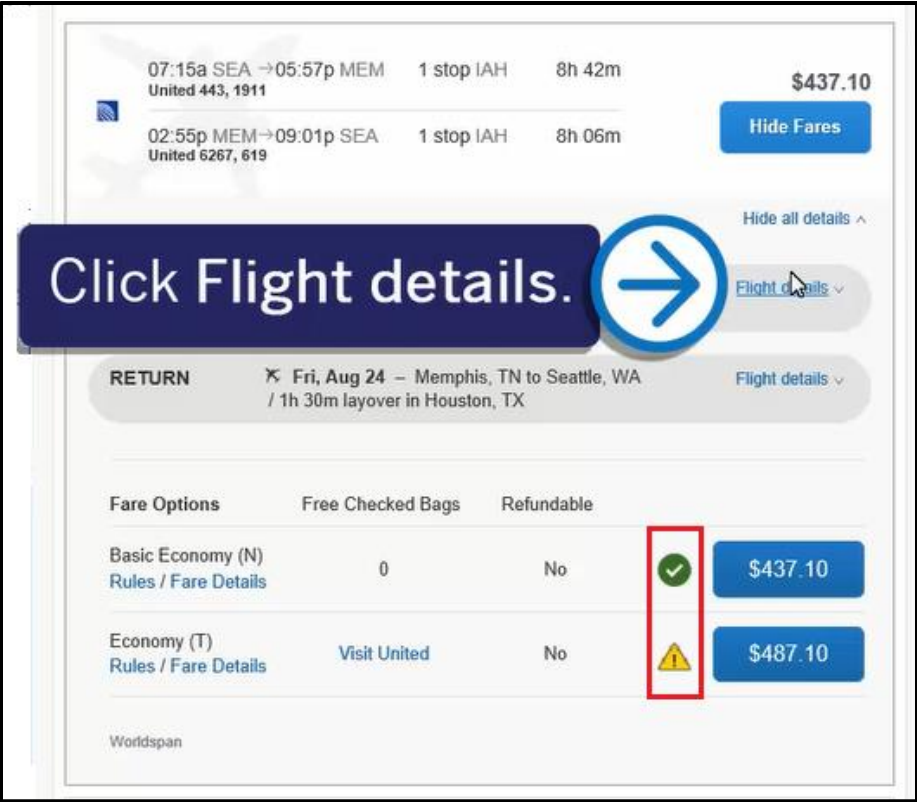
07:00a SEA → 05:48p MEM 1 stop ORD 8h 48m
United 459, 1057

02:55p MEM → 09:01p SEA 1 stop IAH 8h 06m
United 6267, 619

\$501.10


Show all details

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.





07:15a SEA → 05:57p MEM 1 stop IAH 8h 42m \$437.10
United 443, 1911

02:55p MEM → 09:01p SEA 1 stop IAH 8h 06m
United 6267, 619

Click Flight details. 

Hide all details ^

RETURN ✕ Fri, Aug 24 – Memphis, TN to Seattle, WA / 1h 30m layover in Houston, TX Flight details v

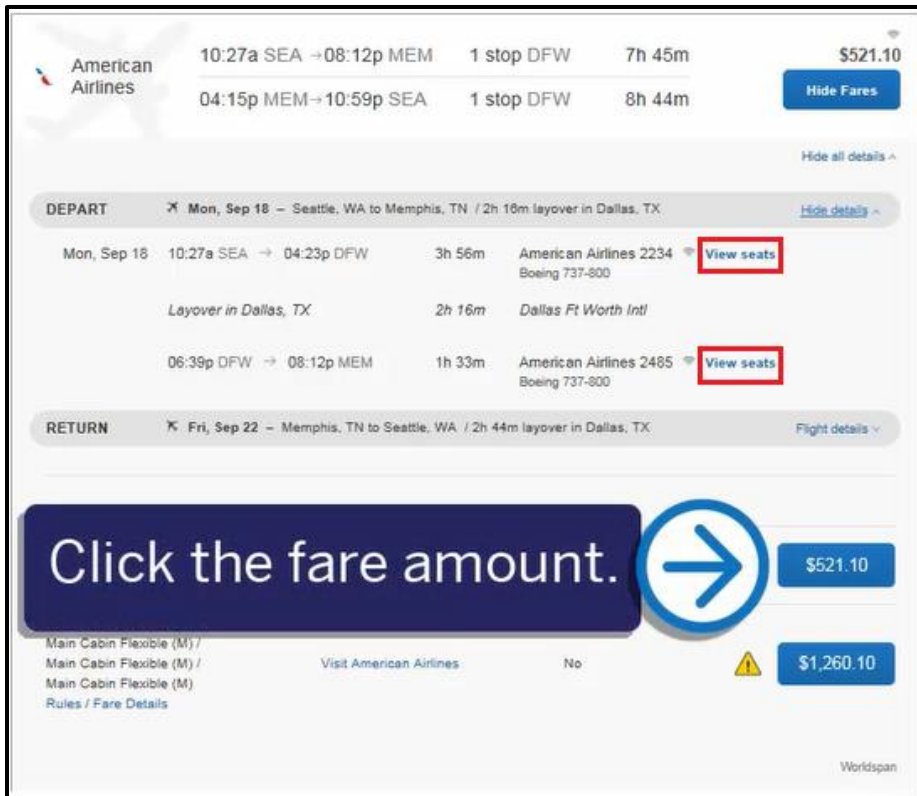
Fare Options	Free Checked Bags	Refundable		
Basic Economy (N) Rules / Fare Details	0	No		\$437.10
Economy (T) Rules / Fare Details	Visit United	No		\$487.10

Worldspan

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.




American Airlines 10:27a SEA → 08:12p MEM 1 stop DFW 7h 45m \$521.10
04:15p MEM → 10:59p SEA 1 stop DFW 8h 44m


Hide all details ^

DEPART ✕ Mon, Sep 18 – Seattle, WA to Memphis, TN / 2h 16m layover in Dallas, TX Hide details v

Mon, Sep 18	10:27a SEA → 04:23p DFW	3h 56m	American Airlines 2234 Boeing 737-800	View seats
Layover in Dallas, TX		2h 16m	Dallas Ft Worth Int'l	
	06:39p DFW → 08:12p MEM	1h 33m	American Airlines 2485 Boeing 737-800	View seats

RETURN ✕ Fri, Sep 22 – Memphis, TN to Seattle, WA / 2h 44m layover in Dallas, TX Flight details v

Click the fare amount. 

Main Cabin Flexible (M) / Visit American Airlines No  \$1,260.10

Rules / Fare Details

Worldspan

- 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.

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ Mon, Aug 20 – Seattle, WA to Memphis, TN
/ 2h 40m layover in Houston, TX [Hide Details ^](#)

Mon, Aug 20

07:15a SEA → 01:41p IAH 4h 26m United 443 Boeing 737-900

Layover in Houston, TX 2h 40m Houston George Bush Intercontinental Airport

Mon, Aug 20

04:21p IAH → 05:57p MEM 1h 36m United 1911 Boeing 737-900

RETURN ✕ Fri, Aug 24 – Memphis, TN to Seattle, WA
/ 1h 30m layover in Houston, TX [Hide Details ^](#)

- 11. After you review the fare rules and restrictions, click **Reserve Flight and Continue**.



UA 1911	Basic Economy (N)	View seat map
UA 6267	Basic Economy (N)	View seat map
UA 619	Basic Economy (N)	View seat map

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$368.38	\$68.72	\$437.10
Total Estimated Cost: \$437.10			
Total Due Now: \$437.10			


SELECT A METHOD OF PAYMENT

How would you like to pay?

Corporate Travel Card (...1111)   [Edit](#) | [Add credit card](#)

* Indicates credit card is a company card

Click Reserve Flight and Continue.



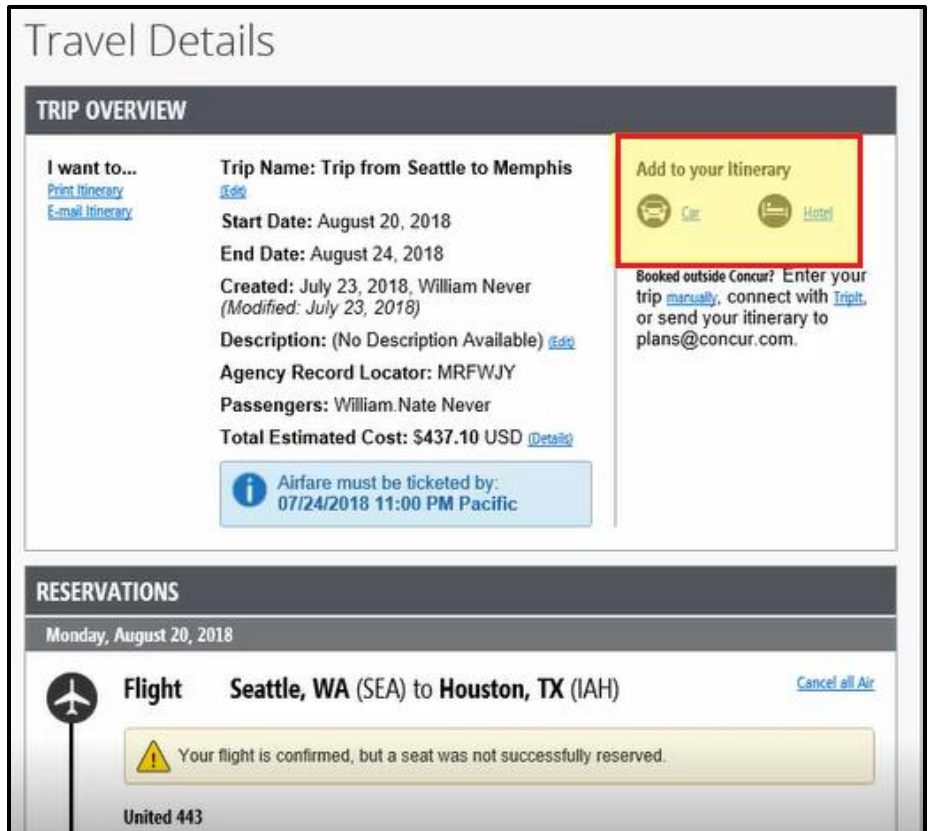
their journey, and reuse these tickets to
IF ISSUE (READ THE FARE RULES to
dependent on the applicable fare rules. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

[Back](#) [Reserve Flight and Continue](#)

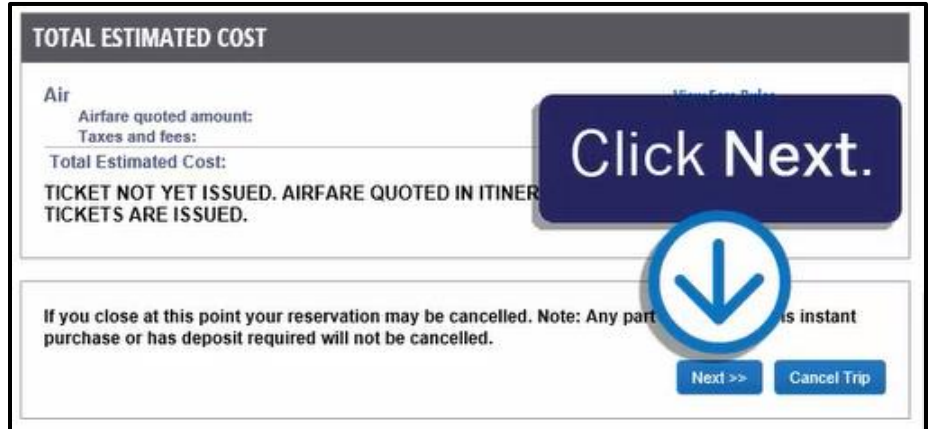
You will see your complete travel itinerary. From this page, you can also choose to add a car, hotel, wifi, or rail (depending on location) to your itinerary.

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**.


Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name
This will appear in your upcoming trip list.

Trip Description (optional)
Used to identify the trip purpose

Trip from Seattle to Memphis

Send a copy of the confirmation to: 

Send my email confirmation as
☒ HTML ☐ Plain-text

(Please advise why you did not book a car.) [Required]

Taking a taxi

Click Next.

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

Display Trip

<< Previous

Next >>

Cancel Trip

- 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.

Flight Houston, TX (IAH) to Seattle, WA (SEA)

United 619

Departure: 06:20 PM
Houston George Bush Intercontinental Airport (IAH)
Terminal: C
Duration: 4 hours, 41 minutes
Nonstop

Arrival: 09:01 PM
Seattle-Tacoma Intl Airport (SEA)

Confirmation: IQCN40
Status: Confirmed

Seat: No seat

Additional Details
Aircraft: Boeing 737-900
E-Ticket
Cabin: BASIC ECONOMY (0)

Distance: 1883 miles
Meal: Food for purchase

TOTAL ESTIMATED COST

Air

Airfare quoted amount: \$368.38 USD

Taxes and fees: \$68.72 USD

Total Estimated Cost: \$437.10 USD

[View Fare Rules](#)

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Click Confirm Booking.

Confirm Booking>>

Cancel Trip

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**.

Pre-populating Your Expense Report

At this time you may optionally choose to pre-populate placeholder items on your expense report. These items will be automatically imported into your report after the date of the trip has passed. The amount on each charge will be 00 by default - you will have to edit the amount yourself or discard the charge if it does not apply. These charges are just reminders to you so that you are more likely to submit a complete expense report.

Select Taxi.

Would you like to pre-populate a charge to cover how you plan to arrive at Seattle-Tacoma Intl Airport?

None

Departure:

Seattle-Tacoma Intl Airport (SEA)

at 7:15 AM

on 08/20/2018

Arrival:

Houston George Bush Intercontinental Airport (IAH)

at 1:41 PM

on 08/20/2018

Departure:

Houston George Bush Intercontinental Airport (IAH)

at 4:21 PM

on 08/20/2018

Arrival:

Memphis Airport (MEM)

at 5:57 PM

on 08/20/2018

Would you like to pre-populate a charge to cover how you plan to depart from Memphis Airport?

None

Would you like to pre-populate a charge to cover how you plan to arrive at Memphis Airport?

None

Departure:

Memphis Airport (MEM)

at 2:55 PM

on 08/24/2018

Arrival:

Houston George Bush Intercontinental Airport (IAH)

at 4:50 PM

on 08/24/2018

Departure:

Houston George Bush Intercontinental Airport (IAH)

at 6:20 PM

on 08/24/2018

Arrival:

Seattle-Tacoma Intl Airport (SEA)

at 9:01 PM

on 08/24/2018

Would you like to pre-populate a charge to cover how you plan to depart from Seattle-Tacoma Intl Airport?

None

- 16. Click **Finish**.

Pre-populating Your Expense Report

At this time you may optionally choose to pre-populate placeholder items on your expense report. These items will be automatically imported into your report after the date of the trip has passed. The amount on each charge will be 00 by default - you will have to edit the amount yourself or discard the charge if it does not apply. These charges are just reminders to you so that you are more likely to submit a complete expense report.

Would you like to pre-populate a charge to cover how you plan to arrive at Seattle-Tacoma Intl Airport?

Taxi

Departure:

Seattle-Tacoma Intl Airport (SEA)

at 7:15 AM

on 08/20/2018

Arrival:

Houston George Bush Intercontinental Airport (IAH)

at 1:41 PM

on 08/20/2018

Departure:

Houston George Bush Intercontinental Airport (IAH)

at 4:21 PM

on 08/20/2018

Arrival:

Memphis Airport (MEM)

at 5:57 PM

on 08/20/2018

Would you like to pre-populate a charge to cover how you plan to depart from Memphis Airport?

None

Would you like to pre-populate a charge to cover how you plan to arrive at Memphis Airport?

None

Departure:

Memphis Airport (MEM)

at 2:55 PM

on 08/24/2018

Arrival:

Houston George Bush Intercontinental Airport (IAH)

at 4:50 PM

on 08/24/2018

Departure:

Houston George Bush Intercontinental Airport (IAH)

at 6:20 PM

on 08/24/2018

Arrival:

Seattle-Tacoma Intl Airport (SEA)

at 9:01 PM

on 08/24/2018

Would you like to pre-populate a charge to cover how you plan to depart from Seattle-Tacoma Intl Airport?

None

Pre-populate Expenses for transportation and parking

<< Previous

Finish

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.

