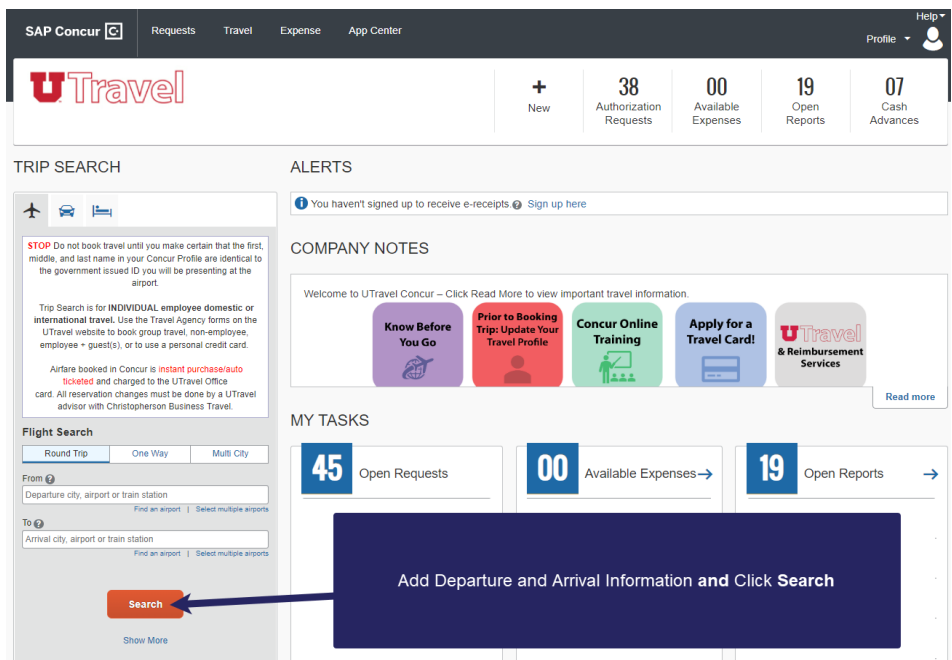


Booking a Flight

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.

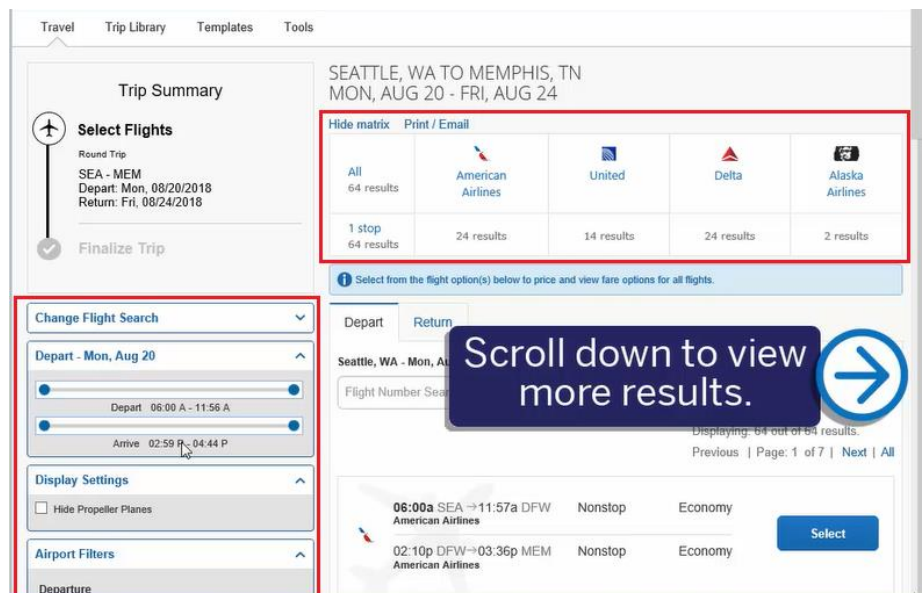
Note: Travelers may choose to **Start in Trip Search**. When the reservations are Purchased a Travel Request will be auto-created in the traveler's profile. The traveler **must submit the auto-created Travel Request** to prevent the trip from being canceled.

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**.

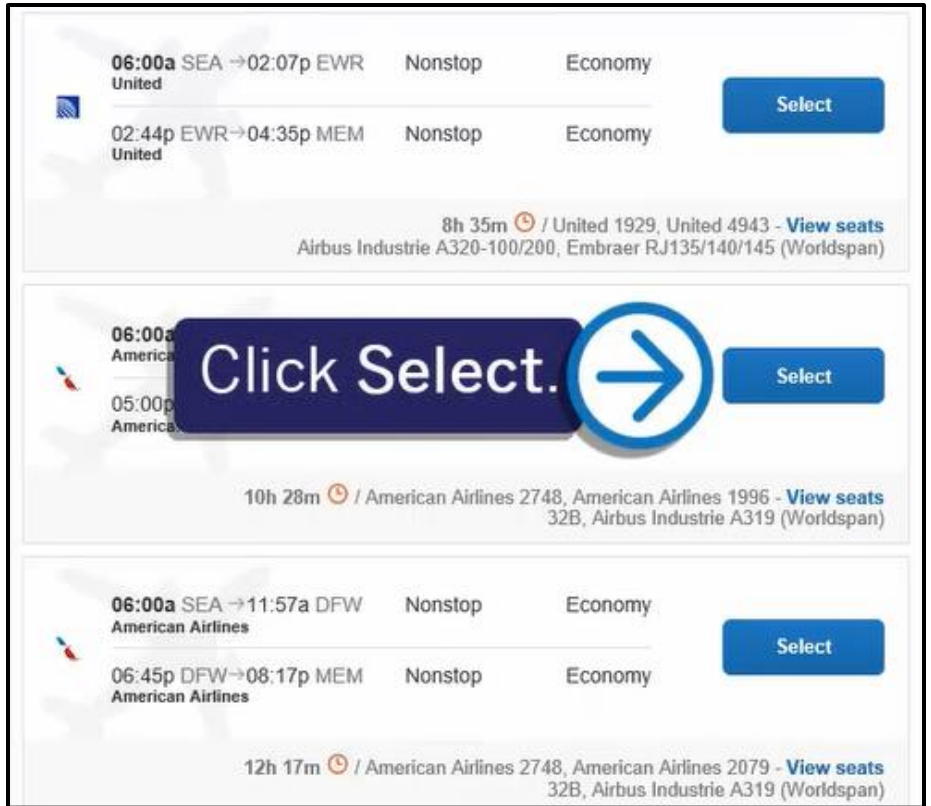


You will see a list of available flights on the **Depart** tab.

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.



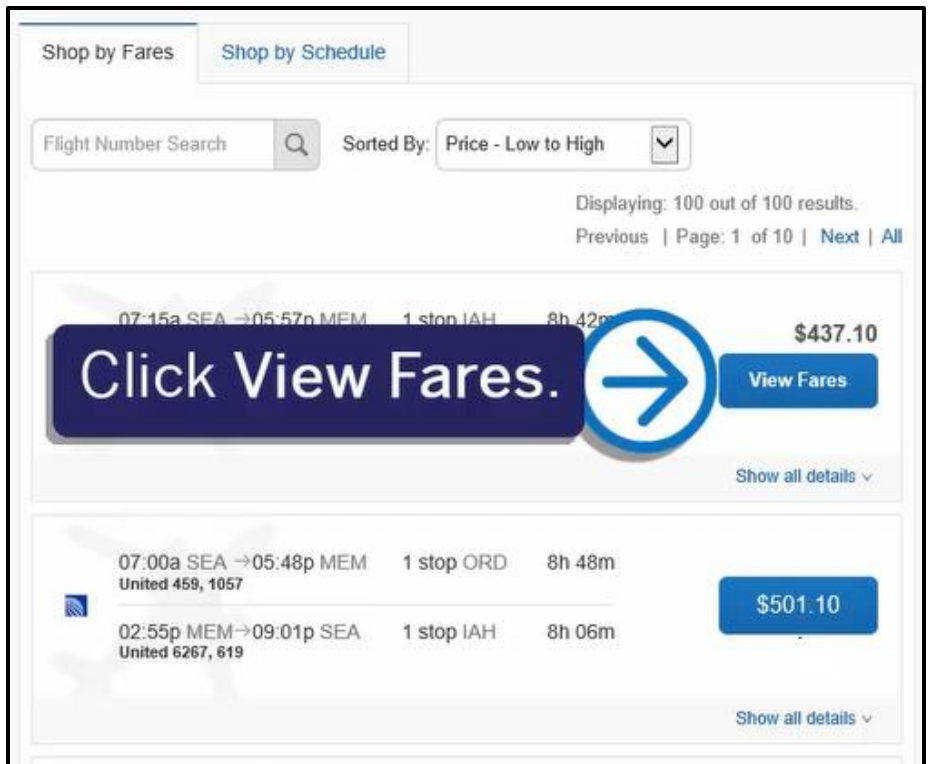
6. To select your departure and return flights, click **Select**.



06:00a United	SEA → 02:07p EWR	Nonstop	Economy	Select
02:44p United	EWR → 04:35p MEM	Nonstop	Economy	
8h 35m / United 1929, United 4943 - View seats Airbus Industrie A320-100/200, Embraer RJ135/140/145 (Worldspan)				
06:00a American Airlines				Select
05:00p American Airlines				
10h 28m / American Airlines 2748, American Airlines 1996 - View seats 32B, Airbus Industrie A319 (Worldspan)				
06:00a American Airlines	SEA → 11:57a DFW	Nonstop	Economy	Select
06:45p American Airlines	DFW → 08:17p MEM	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**.



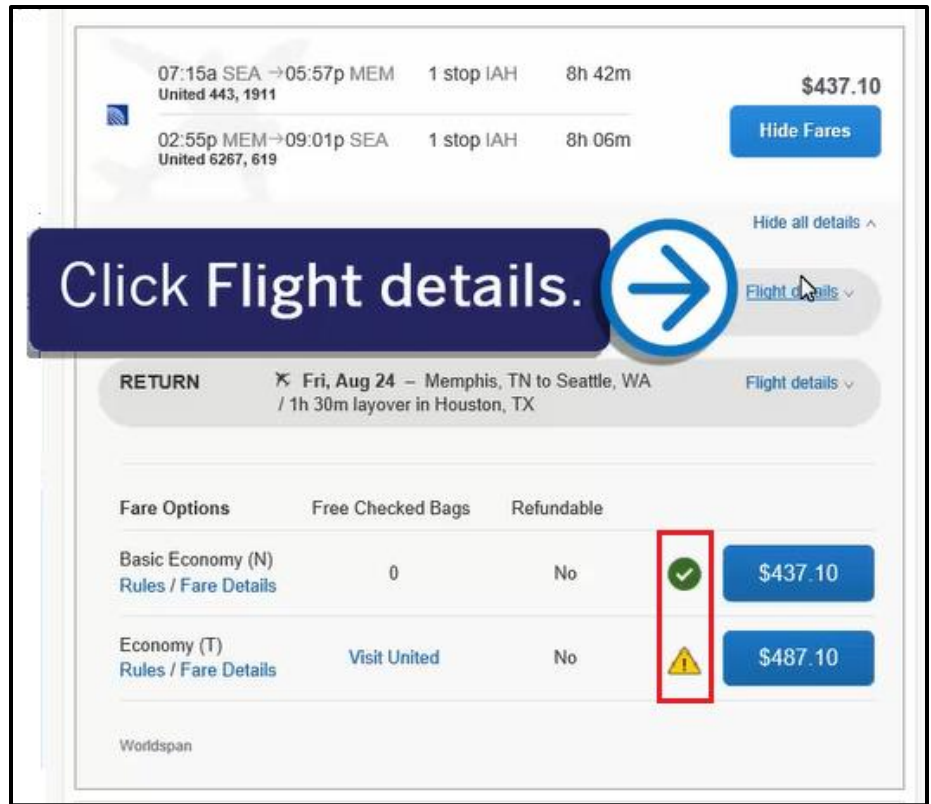
Shop by Fares | **Shop by Schedule**

Flight Number Search Sorted By: Price - Low to High

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

07:15a United	SEA → 05:57p MEM	1 stop IAH	8h 42m	\$437.10	View Fares
Show all details v					
07:00a United 459, 1057	SEA → 05:48p MEM	1 stop ORD	8h 48m		
02:55p United 6267, 619	MEM → 09:01p SEA	1 stop IAH	8h 06m	\$501.10	
Show all details v					

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. →

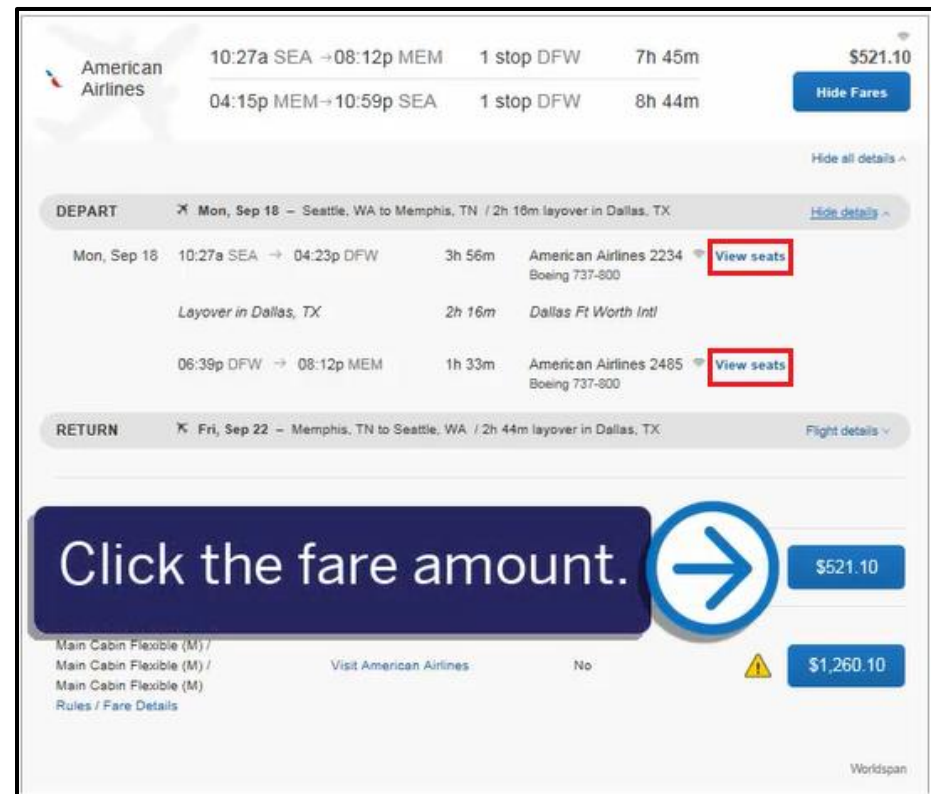
RETURN ✕ Fri, Aug 24 – Memphis, TN to Seattle, WA / 1h 30m layover in Houston, TX

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.



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

Click the fare amount. →

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

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 Intl	
	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

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

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.

Review and Reserve Flight

REVIEW FLIGHTS

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

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

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?

⌵
🔒
[Edit](#)
[Add credit card](#)

* Indicates credit card is a company card

Click Reserve Flight and Continue.

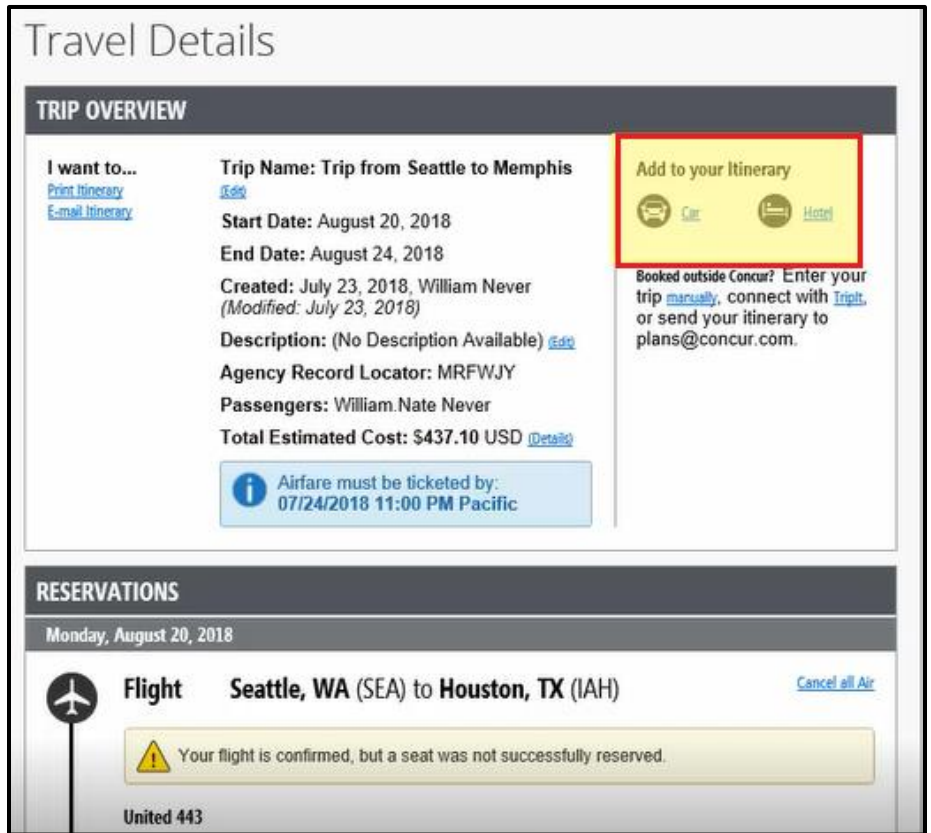
their journey, and reuse these tickets to
 IF ISSUE (READ THE FARE RULES to
 void and have NO value. These rules apply to DOMESTIC ticketing only.

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

Back
Reserve Flight and Continue

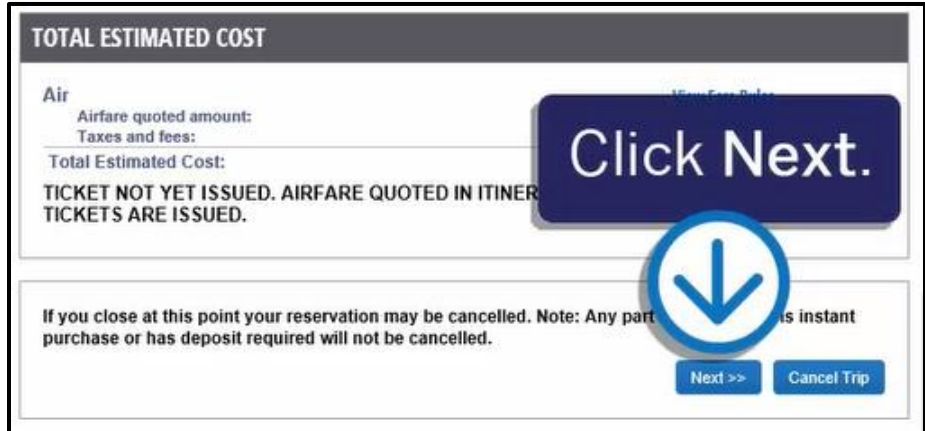
You will see your complete travel itinerary. From this page, you can also choose to add a car, hotel, wifi, or rail (depending on location) to your itinerary.

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**.



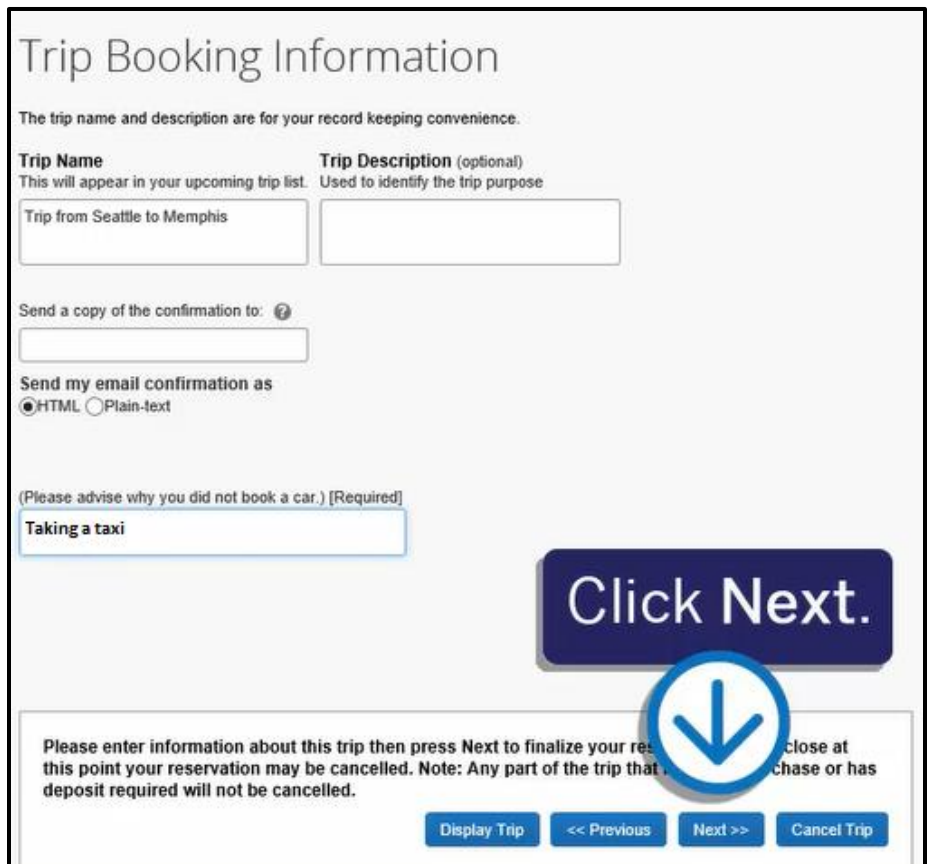
12. Scroll down, and then click **Next**.

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.

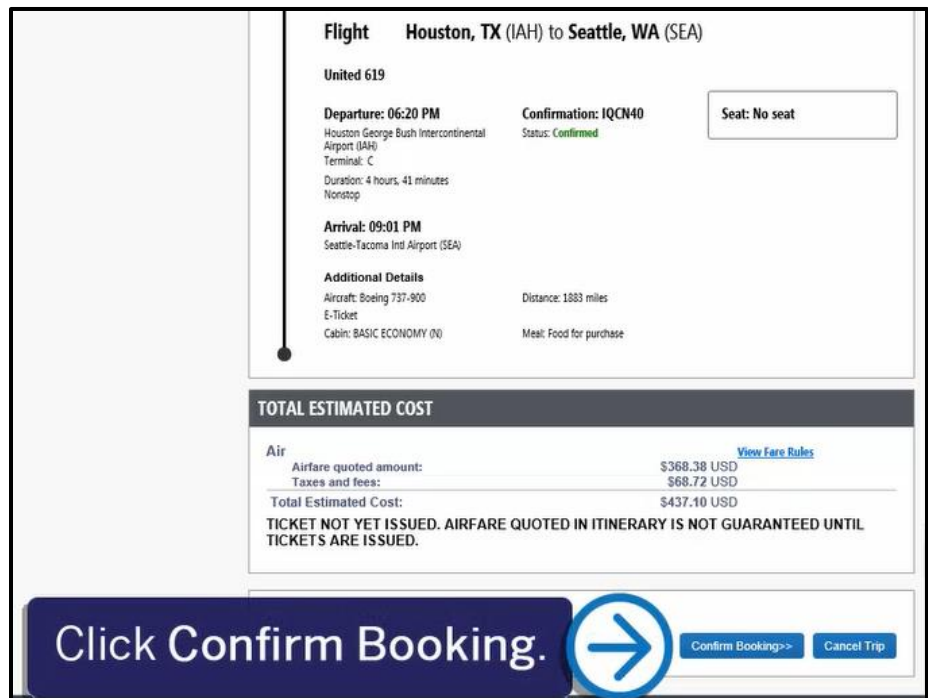
13. Enter the reason you did not book a car with your flight, and then click **Next**.



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.




TOTAL ESTIMATED COST	
Airfare quoted amount:	\$368.38 USD
Taxes and fees:	\$68.72 USD
Total Estimated Cost:	\$437.10 USD

The Pre-populating Your Expense Report page appears. You can select transportation options for arrival and departure from the airports during your trip.

- 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

- 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

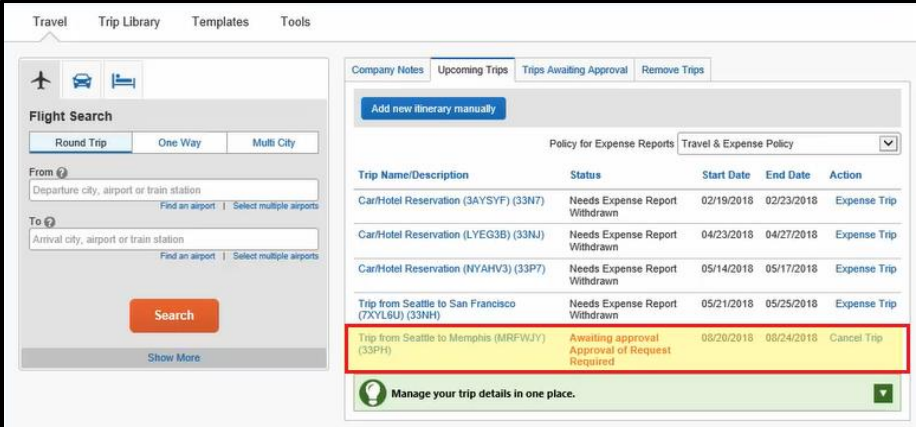
Would you like to pre-populate a charge to cover how you plan to **depart** from Seattle-Tacoma Intl Airport? None

Pre-populate Expenses for transportation and parking

<< Previous
Finish



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.



The screenshot shows the SAP Concur Travel interface. On the left is a 'Flight Search' form with fields for 'From' and 'To', and a 'Search' button. On the right is a table of trips under the 'Upcoming Trips' tab. The table has columns for Trip Name/Description, Status, Start Date, End Date, and Action. One row is highlighted in yellow and red, indicating a trip that is 'Awaiting approval'.

Trip Name/Description	Status	Start Date	End Date	Action
Car/Hotel Reservation (3AYSYF) (33N7)	Needs Expense Report Withdrawn	02/19/2018	02/23/2018	Expense Trip
Car/Hotel Reservation (LYEG3B) (33NJ)	Needs Expense Report Withdrawn	04/23/2018	04/27/2018	Expense Trip
Car/Hotel Reservation (NYAHV3) (33P7)	Needs Expense Report Withdrawn	05/14/2018	05/17/2018	Expense Trip
Trip from Seattle to San Francisco (7XYL6U) (33NH)	Needs Expense Report Withdrawn	05/21/2018	05/25/2018	Expense Trip
Trip from Seattle to Memphis (MRFWJY) (33PH)	Awaiting approval Approval of Request Required	08/20/2018	08/24/2018	Cancel Trip