

CONCUR BOOKING AIRFARE



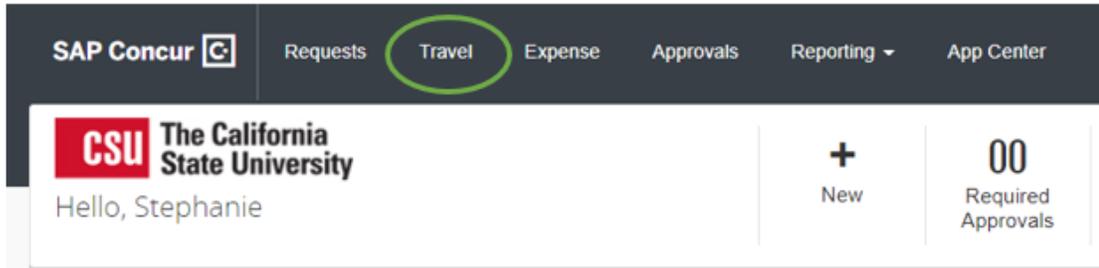
CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE

Airfare

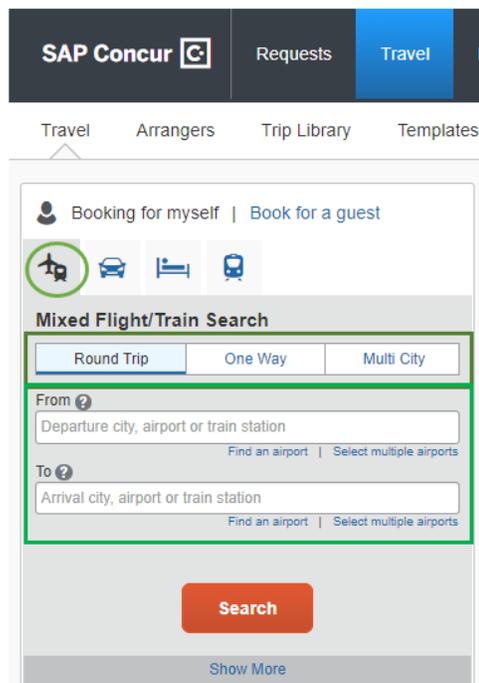
Policy states you must have an approved Request before booking car, hotel, air, or train in Concur. *Before committing any funds for university travel, including conference fees, etc. all University Travelers must receive authorization to travel.*

ALWAYS START WITH AN APPROVED REQUEST.

1. Select Travel from the Concur Homepage.



2. For Air Ticket, Select Air Icon.
3. Select Round Trip, One Way, or Multi City for your flight or train
4. Enter From and To Destinations. Type in the full name of the City and check that *All Area Airports* is not selected (examples: LAX and Las Vegas)
5. Click Search



- In next window, review and select your flight options. You can shop by **Fares** or by **Schedule**. You can also **Change Search**. **Change Search** allows you to change airports, departure and return dates and times

The screenshot shows a flight search interface with the following elements:

- Trip Summary:** SAN LUIS OBISPO, CA TO SEATTLE, WA; TUE, SEP 3 - THU, SEP 5. Includes options for "Select Flights or Trains" and "Finalize Trip".
- Change Search:** A button highlighted with a blue circle, used to modify search criteria.
- Search Filters:** From: SBP - San Luis Obispo Airport - San Luis Obispo, CA; To: SEA - Seattle-Tacoma Intl Airport - Seattle, WA; Depart: 09/03/2019; Return: 09/05/2019.
- Flight Matrix:** A table showing flight options with columns for "All", "American Airlines", "United", and "Multiple".
- Search Options:** "Shop by Fares" and "Shop by Schedule" buttons, both highlighted with red circles.
- Flight Results:** American Airlines flights: 11:56a SBP → 08:28p SEA (1 stop PHX, 8h 32m, \$469.00) and 02:55p SEA → 09:55p SBP (1 stop PHX, 7h 00m).

- Select your Flight.(View Fares) Next page will allow you to Review and Reserve Flight.

The screenshot shows the "Review and Reserve Flight" page with the following sections:

- Trip Summary:** Flights Selected (Round Trip: SBP - SEA, Depart: Tue, 09/03/2019, Return: Thu, 09/05/2019) and Finalize Trip.
- REVIEW FLIGHTS:**
 - DEPART:** Tue, Sep 3 - San Luis Obispo, CA to Seattle, WA / 1h 29m layover in San Francisco, CA.
 - 06:00a SBP → 07:06a SFO (1h 06m, United 5667, Canadair Regional Jet)
 - Layover in San Francisco, CA (1h 29m, San Francisco Airport)
 - 08:35a SFO → 10:59a SEA (2h 24m, United 1835, Boeing 737-800)
 - RETURN:** Thu, Sep 5 - Seattle, WA to San Luis Obispo, CA / 2h 15m layover in San Francisco, CA.
 - 04:18p SEA → 06:30p SFO (2h 12m, United 1494, Boeing 737-900)
 - Layover in San Francisco, CA (2h 15m, San Francisco Airport)
 - 08:45p SFO → 09:53p SBP (1h 08m, United 5714, Canadair Regional Jet 700)
- ENTER TRAVELER INFORMATION:** Ensure all traveler information below is correct.
 - Primary Traveler:** Name: Stephanie Lancaster Albright, Phone: 805/8685492, Email: albright@calpoly.edu

8. Scroll down the Review and Reserve Flight page to view:
 - a. your name is correct (this is the name that will be printed on the ticket)
 - b. Select Seat - you can view seat map but cannot select your seat at this time.
 - c. Review Price Summary and Method of Payment – airfare will always be charged directly to Cal Poly. The charge will show as an expense item in your Expense Report.
 - d. Click Reserve Flight and Continue – at this point you have NOT CONFIRMED YOUR FLIGHT

Primary Traveler
Name: Stephanie Lancaster Albright Phone: 805/8685492 albright@calpoly.edu

Frequent Flyer Programs Add a Program
For United
No Program selected

SELECT SEATS
Select your preferred seats, otherwise Concur will request them for you based on your profile preferences.

flight	Class	Seat
UA 5667	Economy (E)	View seat map
UA 1835	Economy (E)	View seat map
UA 1494	Economy (G)	View seat map
UA 5714	Economy (G)	View seat map

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$480.00	\$82.00	\$562.00
Total Estimated Cost:			\$562.00
Total Due Now:			\$562.00

METHOD OF PAYMENT
This purchase will be charged to your company directly.

This is a Non-Refundable Ticket
Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey within 30 days of departure. Some tickets may be non-refundable. Please read the fare rules to be certain this applies to your ticket. Tickets will be void and have NO value for future use. These rules apply to DOMESTIC flights only.

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

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

Seat Map
Available flights: UA 5667 SBP-SFO

Seat selection is not available from this page. However, seats will be automatically reserved for you based on your profile preferences, and you can change your seats any time after booking is complete.

United #5667, Canadair Regional Jet, San Luis Obispo Airport (SBP) - San Francisco Airport (SFO)
Seat assignment is subject to change up until time of departure.

Legend:
 Available
 Preferred
 Paid preferential
 Occupied or Unavailable
 Preferred
 Paid preferential
 Selected
 Exit row

9. Travel Details – Review your travel itinerary. Then scroll to the bottom of the page to continue the reservation process. At this point, you can cancel trip or select Next.

Travel Details

Please review your travel itinerary below. After reviewing, please move to the bottom of the page to continue the reservation process.

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from San Luis Obispo to Seattle [\(Edit\)](#)
Start Date: September 03, 2019
End Date: September 05, 2019
Created: August 30, 2019, Stephanie Albright *(Modified: August 30, 2019)*
Description: (No Description Available) [\(Edit\)](#)
Agency Record Locator: 37RLMP
Passengers: Stephanie.Lancaster Albright
Total Estimated Cost: \$562.00 USD [\(Details\)](#)

Add to your Itinerary
 Car Hotel

Booked outside Concur? Enter your trip manually, connect with [TripIt](#), or send your itinerary to plans@concur.com.

Airfare must be ticketed by: 08/31/2019 10:00 PM Pacific

The trip still HAS NOT BEEN CONFIRMED

TOTAL ESTIMATED COST	
Air	View Fare Rules
Airfare quoted amount:	\$480.00 USD
Taxes and fees:	\$82.00 USD
Total Estimated Cost:	\$562.00 USD
TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.	

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.

[Next >>](#) [Cancel Trip](#)

10. If you have not selected a car or hotel, Concur will ask you if you would like to add at this point.

ATTENTION!

 Your trip does not have any car or hotel reservations. You can add a car or hotel reservation from the itinerary display. Click "Cancel" to go back and add a car and/or hotel, or click "OK" to continue with your present itinerary.

[Cancel](#) [OK](#)

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
<input type="text" value="Trip from San Luis Obispo to Seattle"/>	<input type="text"/>

TriplT Privacy

Share trip destination and dates with your TriplT Connections and Groups.
 Make this trip private

You may HOLD this reservation until: 08/31/2019 10:00 pm Pacific

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.

[Display Trip](#) [Hold Trip](#) [<< Previous](#) [Next >>](#) [Cancel Trip](#)

At this point you can Display Trip, Hold Trip, Go Back (previous), Next, or Cancel Trip

11. Trip Confirmation – To Complete Booking, Press Confirm Booking after reviewing the page flight information and total estimated cost.

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Trip from San Luis Obispo to Seattle
Start Date: September 03, 2019
End Date: September 05, 2019
Created: August 30, 2019, Stephanie Albright (Modified: August 30, 2019)
Description: (No Description Available)
Agency Record Locator: 37RLMP
Passengers: Stephanie.Lancaster Albright
Total Estimated Cost: \$562.00 USD

i Airfare must be ticketed by: 08/31/2019 10:00 PM Pacific

View your plans in [Triplt](#) to stay one step ahead while traveling.

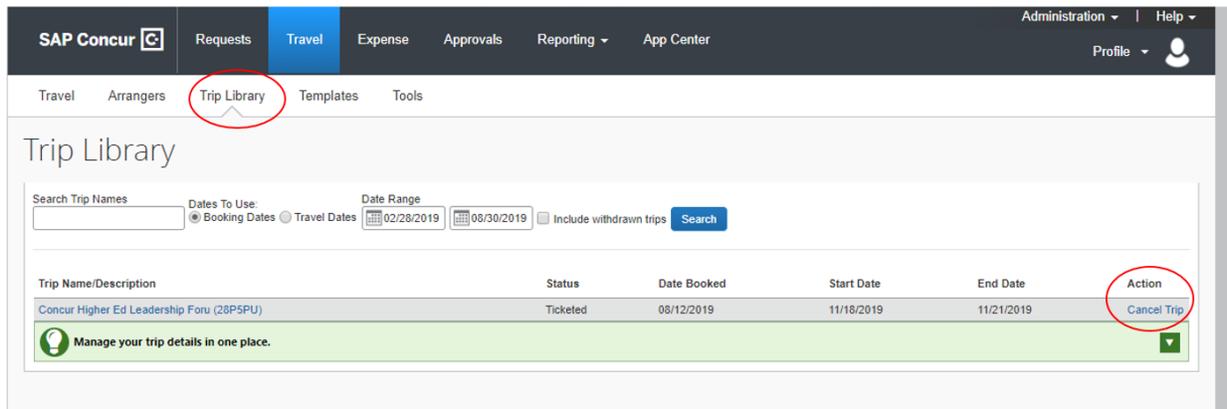
Agency Name: CB Travel (800-285-3603)
Address:
Online Support: 888-535-0179
Email: onlinesupport@cbtravel.com

12. Almost Done! Confirm Booking to book trip.

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Confirm Booking>>](#) [Cancel Trip](#)

13. Open your Trip Library to view upcoming trips. You can Cancel Trip here



The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Travel' tab is active. Below the navigation bar, there are links for 'Travel', 'Arrangers', 'Trip Library', 'Templates', and 'Tools'. The 'Trip Library' link is circled in red. The main content area is titled 'Trip Library' and contains a search bar with fields for 'Search Trip Names', 'Dates To Use' (with radio buttons for 'Booking Dates' and 'Travel Dates'), and 'Date Range' (with date pickers for '02/28/2019' and '08/30/2019'). There is also an 'Include withdrawn trips' checkbox and a 'Search' button. Below the search bar is a table with the following columns: 'Trip Name/Description', 'Status', 'Date Booked', 'Start Date', 'End Date', and 'Action'. The table contains one row: 'Concur Higher Ed Leadership Foru (28P5PU)', 'Ticketed', '08/12/2019', '11/18/2019', '11/21/2019', and 'Cancel Trip'. The 'Cancel Trip' link in the 'Action' column is circled in red. At the bottom of the table, there is a green bar with a question mark icon and the text 'Manage your trip details in one place.' and a green checkmark icon.

Your trip has been successfully cancelled.