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.
6. 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.

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

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.
The trip still HAS NOT BEEN CONFIRMED

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

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 Image]


![Almost Done Image]

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

![Trip Library Image]
Your trip has been successfully cancelled.