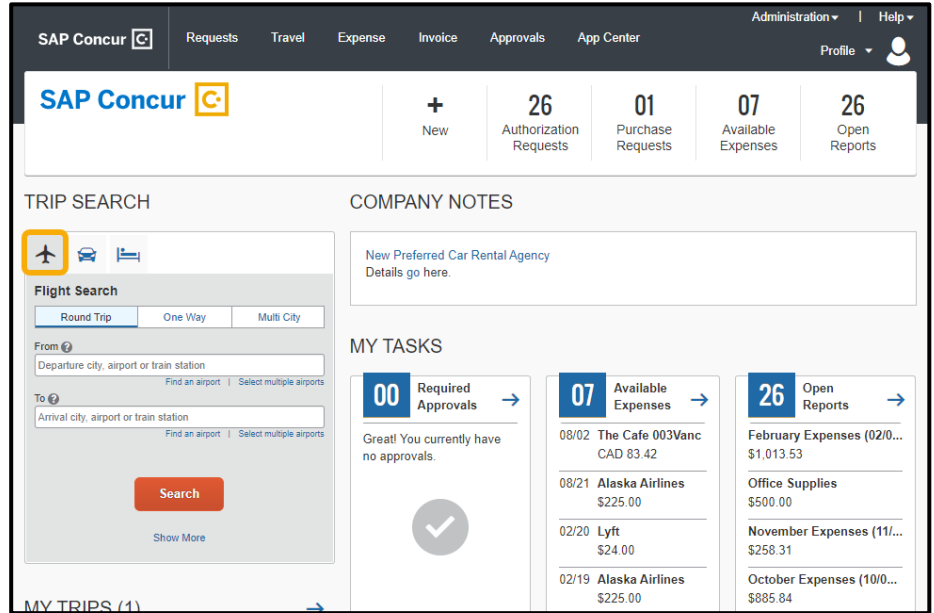


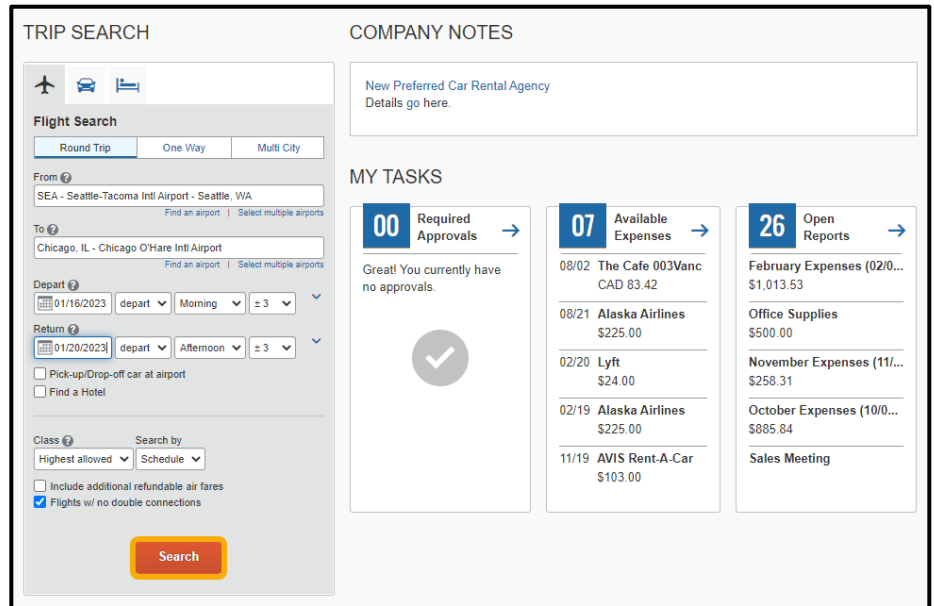
# Booking a Flight

SAP Concur makes it easy to book flights for an upcoming trip.

1. From the **SAP Concur** home page, select the **Flight** tab.

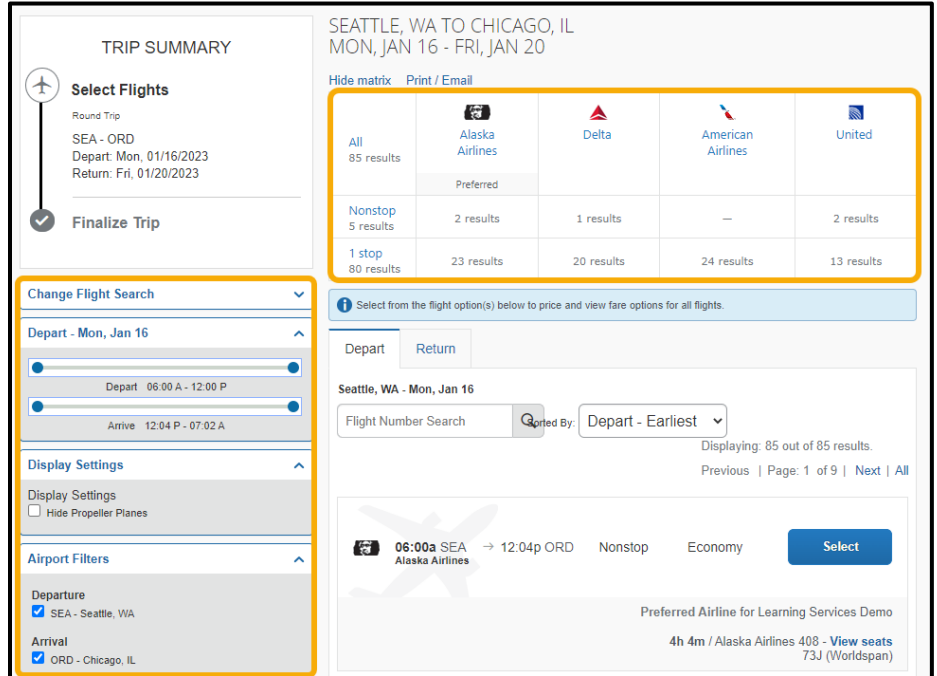


2. Enter your search criteria, such as type of flight, departure city and date, return city and date, car rental, and hotel. You can also select if you need a car and/or hotel for your trip, and what class you want to fly on.
3. After you complete your search details, select **Search**.



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

- 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.



**TRIP SUMMARY**  
 SEATTLE, WA TO CHICAGO, IL  
 MON, JAN 16 - FRI, JAN 20

**Select Flights**  
 Round Trip  
 SEA - ORD  
 Depart: Mon, 01/16/2023  
 Return: Fri, 01/20/2023

**Finalize Trip**

	Alaska Airlines	Delta	American Airlines	United
All	85 results			
Nonstop	2 results	1 results	—	2 results
1 stop	23 results	20 results	24 results	13 results
80 results				

**Change Flight Search**

Depart - Mon, Jan 16

Depart 06:00 A - 12:00 P

Arrive 12:04 P - 07:02 A

**Display Settings**

Display Settings  
 Hide Propeller Planes

**Airport Filters**

Departure  
 SEA - Seattle, WA

Arrival  
 ORD - Chicago, IL

Select from the flight option(s) below to price and view fare options for all flights.

Depart Return

Seattle, WA - Mon, Jan 16

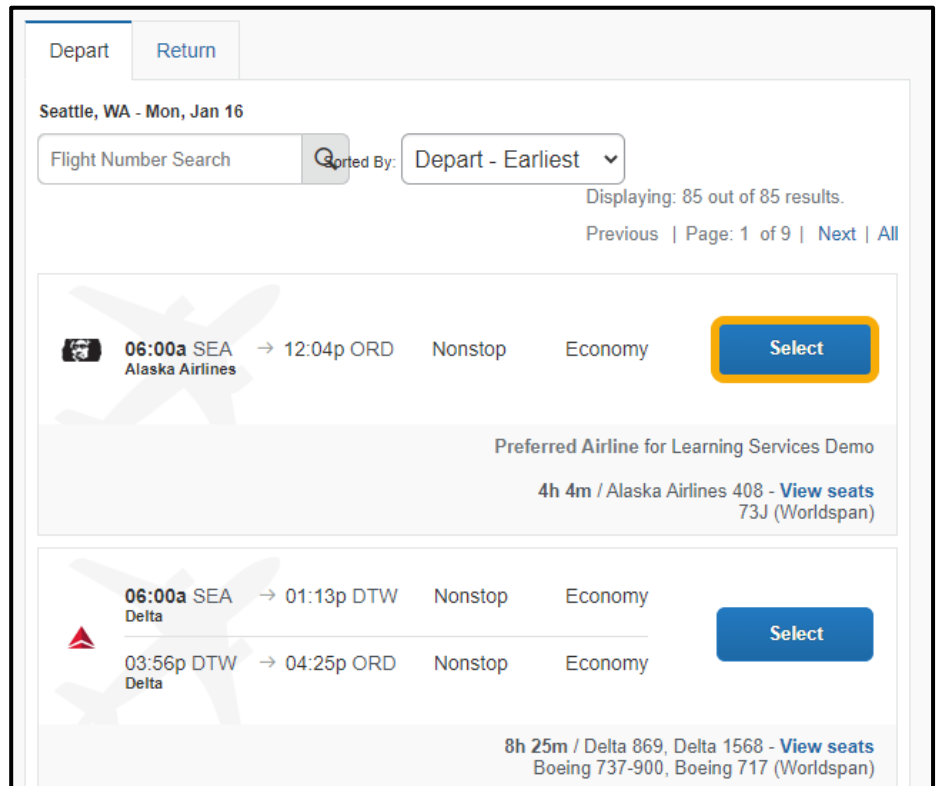
Flight Number Search  Sorted By: Depart - Earliest

Displaying: 85 out of 85 results.  
 Previous | Page: 1 of 9 | Next | All

**06:00a SEA** → 12:04p ORD Nonstop Economy **Select**

Preferred Airline for Learning Services Demo  
 4h 4m / Alaska Airlines 408 - [View seats](#)  
 73J (Worldspan)

- To see specific departure and return flight details, select **Select**.



Depart Return

Seattle, WA - Mon, Jan 16

Flight Number Search  Sorted By: Depart - Earliest

Displaying: 85 out of 85 results.  
 Previous | Page: 1 of 9 | Next | All

**06:00a SEA** → 12:04p ORD Nonstop Economy **Select**

Preferred Airline for Learning Services Demo  
 4h 4m / Alaska Airlines 408 - [View seats](#)  
 73J (Worldspan)

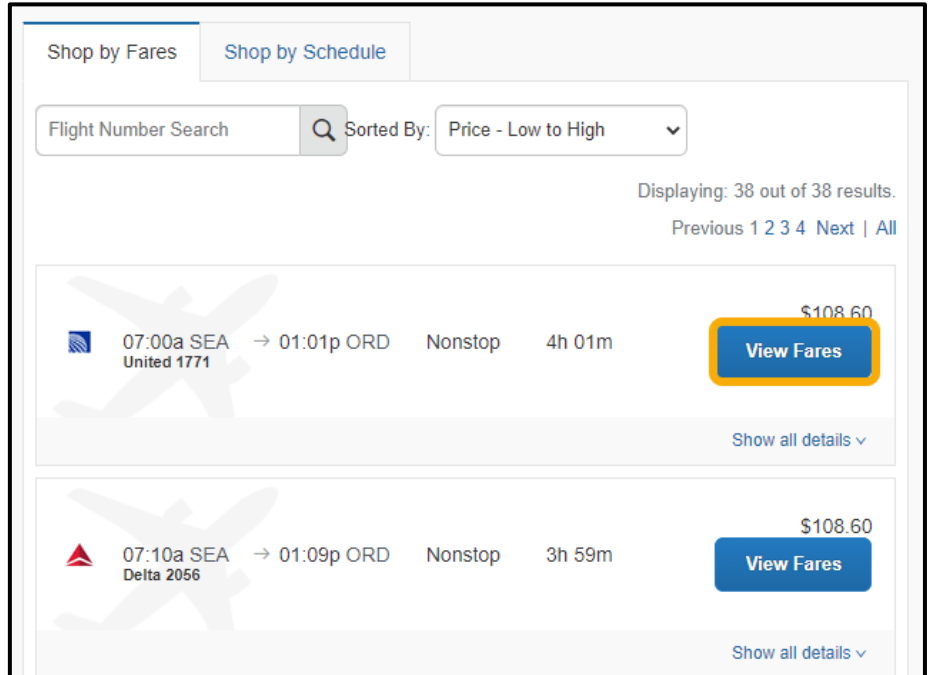
**06:00a SEA** → 01:13p DTW Nonstop Economy **Select**

**03:56p DTW** → 04:25p ORD Nonstop Economy **Select**

8h 25m / Delta 869, Delta 1568 - [View seats](#)  
 Boeing 737-900, Boeing 717 (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.




6. Select **View Fares** to see the airfare cost including additional fare options to upgrade seating or baggage handling.



When the **Fare Options** display, a **green** checkmark icon indicates that the selected option is within your company's booking policy.

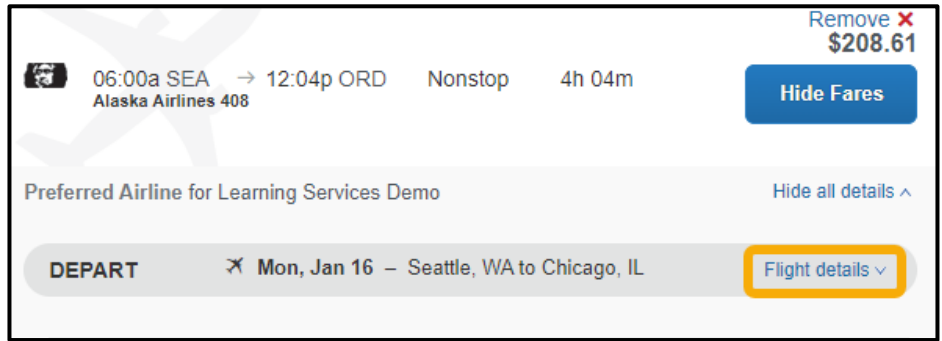
A **yellow** icon indicates a violation of a rule where you manager will be notified of the out-of-policy reason selection, as well as lower-priced options that are available.

A **red** icon indicates a serious violation and cannot be booked.

Fare Options	Free Checked Bags	Refundable		
Wanna Get Away (M) <a href="#">Rules</a> <a href="#">Benefits/Services</a>	2	No		<a href="#">\$265.98</a>
Wanna Get Away Plus (M) <a href="#">Rules</a> <a href="#">Benefits/Services</a>	2	No		<a href="#">\$285.98</a>
Anytime (M) <a href="#">Rules</a> <a href="#">Benefits/Services</a>	2	Yes Fees may apply		<a href="#">\$345.98</a>

7. Select Flight details.

To view the available seating for the flight, select **View seats**. A window displays the seating configuration. You can select your desired seat on the flight depending on the airline’s policies.



Remove ✕ \$208.61  
 Hide Fares

06:00a SEA → 12:04p ORD Nonstop 4h 04m  
 Alaska Airlines 408

Preferred Airline for Learning Services Demo Hide all details ^

DEPART ✕ Mon, Jan 16 – Seattle, WA to Chicago, IL Flight details v

When you are ready to select your flight, select the fare amount.

Fare Options	Free Checked Bags	Refundable		
Main (N) Rules Benefits/Services	0	No	✓	\$208.61
Refundable Main (N) Rules Benefits/Services	0	Yes Fees may apply	✓	\$258.60

In the **Review and Reserve Flights** section, review your flight itinerary.

8. Scroll down to review the seat map, the price summary information, and to 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 ^

9. After you review the fare rules and restrictions, select **Reserve Flight and Continue**.

Flight		Seat	
AS 408	Main (N)	<a href="#">View seat map</a>	

### REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$180.47	\$28.14	\$208.61
<b>Total Estimated Cost: \$208.61</b>			
<b>Total Due Now: \$208.61</b>			


  

### SELECT A METHOD OF PAYMENT

How would you like to pay?

[Edit this card](#) | [Add credit card](#)

\* Indicates credit card is a company card

 **This is a Non-Refundable Ticket**

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.


By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

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**.


## Travel Details

### TRIP OVERVIEW


<p><b>I want to...</b>  <a href="#">Print Itinerary</a>  <a href="#">E-mail Itinerary</a></p>	<p><b>Trip Name:</b> Trip from Seattle to Memphis <a href="#">Edit</a></p> <p><b>Start Date:</b> August 20, 2018</p> <p><b>End Date:</b> August 24, 2018</p> <p><b>Created:</b> July 23, 2018, William Never (Modified: July 23, 2018)</p> <p><b>Description:</b> (No Description Available) <a href="#">Edit</a></p> <p><b>Agency Record Locator:</b> MRFWJY</p> <p><b>Passengers:</b> William.Nate Never</p> <p><b>Total Estimated Cost:</b> \$437.10 USD <a href="#">Details</a></p> <div style="border: 1px solid #add8e6; padding: 2px; background-color: #e0f0ff;"> <p> Airfare must be ticketed by: 07/24/2018 11:00 PM Pacific</p> </div>	<p><b>Add to your Itinerary</b></p> <p> <input type="button" value="Car"/> <input type="button" value="Hotel"/> </p> <p><small>Booked outside Concur? Enter your trip manually, connect with <a href="#">TripIt</a>, or send your itinerary to <a href="mailto:plans@concur.com">plans@concur.com</a>.</small></p>
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### RESERVATIONS

Monday, August 20, 2018



**Flight** **Seattle, WA (SEA) to Houston, TX (IAH)** [Cancel all Air](#)

 Your flight is confirmed, but a seat was not successfully reserved.

United 443

10. Scroll down, and then select **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.

**TOTAL ESTIMATED COST**

<b>Air</b>		<a href="#">View Fare Rules</a>
Airfare quoted amount:	\$180.47 USD	
Taxes and fees:	\$28.14 USD	
<b>Total Estimated Cost:</b>		<b>\$208.61 USD</b>

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

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.

11. If necessary, enter the reason you did not book a car with your flight, and then select **Next**.

## Trip Booking Information

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

<p><b>Trip Name</b> This will appear in your upcoming trip list.</p> <input style="width: 95%; height: 30px;" type="text" value="Trip from Seattle to Chicago"/>	<p><b>Trip Description (optional)</b> Used to identify the trip purpose</p> <input style="width: 95%; height: 30px;" type="text"/>
--	--

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]

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
<< Previous
Next >>
Cancel Trip

12. To finalize your reservation process, scroll down, and then select **Confirm Booking**.

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

### TOTAL ESTIMATED COST

<b>Air</b>		<a href="#">View Fare Rules</a>
Airfare quoted amount:	\$180.47 USD	
Taxes and fees:	\$28.14 USD	
<b>Total Estimated Cost:</b>		<b>\$208.61 USD</b>

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

---

Almost done... Please confirm this itinerary.

Display Trip
<< Previous
Confirm Booking>>
Cancel Trip

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.

13. 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.

---

🚗

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

Departure: Seattle-Tacoma Intl Airport (SEA) at 6:00 AM on 01/16/2023  
Arrival: Chicago O'Hare Intl Airport (ORD) at 12:04 PM on 01/16/2023

None ▼

---

🚗

Would you like to pre-populate a charge to cover how you plan to depart from Chicago O'Hare Intl Airport?


None ▼

## 14. Select 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 6:00 AM on 01/16/2023  
 Arrival: Chicago O'Hare Intl Airport (ORD) at 12:04 PM on 01/16/2023

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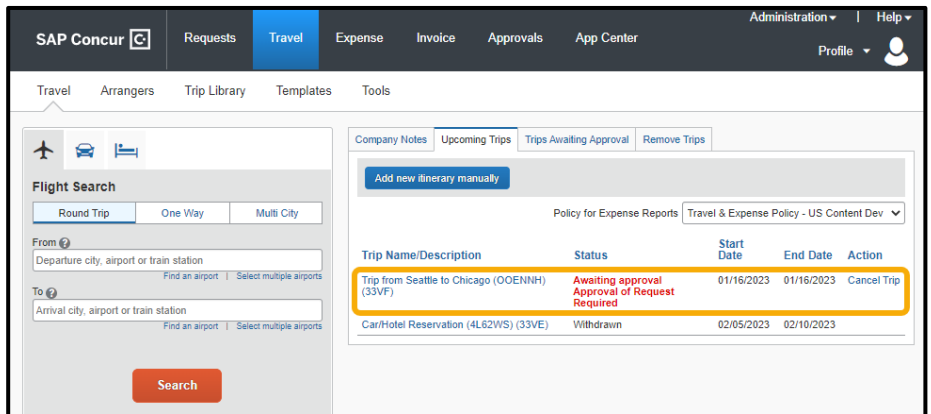
 Would you like to pre-populate a charge to cover how you plan to depart from Chicago O'Hare Intl Airport? None

---

**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 interface with the 'Travel' tab selected. On the left is a 'Flight Search' section. On the right is a table titled 'Upcoming Trips' with the following data:

Trip Name/Description	Status	Start Date	End Date	Action
Trip from Seattle to Chicago (OOENNH (33VF))	Awaiting approval Approval of Request Required	01/16/2023	01/16/2023	Cancel Trip
Car/Hotel Reservation (4L62WS) (33VE)	Withdrawn	02/05/2023	02/10/2023	