



# Booking Travel

How to Book Flights using the Concur website.



# Book Online Using the Concur website

To book your trip in Concur:

Once you have selected Book with Concur Travel. Your itinerary will populate with the information you provided in the Segments section of your Request. You may have to enter more information regarding your travel.

SAP Concur

Requests

Expense

Approvals

App Center

Administration | Help

Profile

Manage Requests

New Request

Quick Search

Request 3744

Attachments

Print / Email

Cancel Request

Recall

Status: Pending on-line Booking

Amount: \$1,640.50

Request/Trip Name: ATD Conference

Reason for Travel:

Request Header

Segments

Expense Summary

Approval Flow

Audit Trail

Book with Concur Travel

Air Ticket

Round Trip

One Way

Multi-Segment

Amount : \$400.00

Outbound

From: Philadelphia Intl (Airport - PHL), Philadelphia, Pennsylvania

To: Lindbergh Intl (Airport - SAN), San Diego, California

Date: Friday, May 1, 2020 Depart at 11:00 am


Comment:

Return


Date: Wednesday, May 6, 2020 Depart at 03:00 pm

# Booking Flights


1. If your Request included flights, the flight search results will populate.




Trip Summary




Select Flights or Trains



Select a Car



Select a Hotel



Finalize Trip

Round Trip

PHL - SAN

Depart: Fri, 05/01/2020

Return: Wed, 05/06/2020

Pick-up: Fri, 05/01/2020

Drop-off: Wed, 05/06/2020

Nights: 5

San Diego, CA

Check-in: Fri, 05/01/2020

Check-out: Wed, 05/06/2020

Change Search

Depart - Fri, May 1

Depart 07:00 A - 10:40 A

Arrive 10:31 A - 06:12 P

Return - Wed, May 6

PHILADELPHIA, PA TO SAN DIEGO, CA

FRI, MAY 1 - WED, MAY 6

Show as USD

Hide matrix Print / Email

All 189 results	Frontier	United	Delta	American Airlines	Southwest	Alaska Airlines
Nonstop 1 results	—	—	—	388.80 1 results	—	—
1 stop 186 results	126.38 1 results	182.40 81 results	314.40 30 results	327.06 64 results	339.46 8 results	342.40 2 results
2 stops 2 results	—	—	—	—	343.76 2 results	—

Shop by Fares

Shop by Schedule

Flight Number Search

Sorted By: Price - Low to High

Displaying: 189 out of 189 results.

Previous | Page: 1 of 19 | Next | All

Frontier

08:53a PHL → 03:37p SAN 1 stop DEN 9h 44m

07:23p SAN → 07:49a PHL 1 stop LAS 9h 26m

\$126.38

Show all details

United

07:52a PHL → 12:56p SAN 1 stop DEN 8h 04m

11:38a SAN → 11:59p PHL 1 stop DEN 9h 21m

\$182.40

View Fares

# Booking Flights

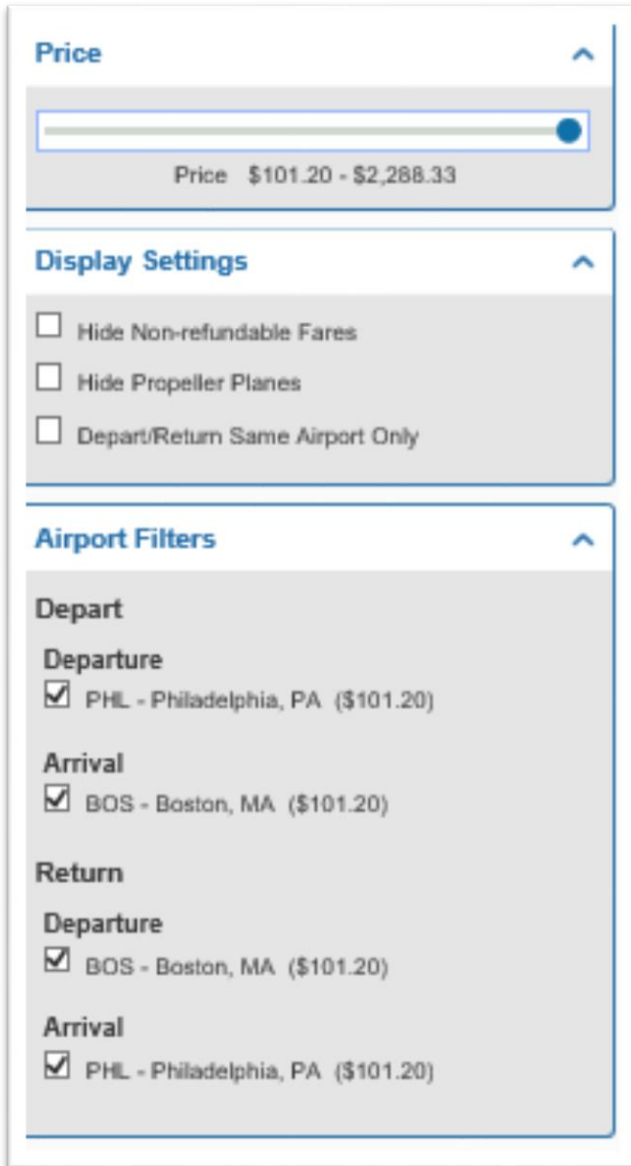
The screenshot displays a flight booking interface with the following sections:

- Change Search** (expandable section):
  - From:** PHL - Philadelphia Intl Airport - Philadelphia, PA (with links for "Find an airport" and "Select multiple airports").
  - To:** BOS - Boston Area Airports - Boston, MA (with links for "Find an airport" and "Select multiple airports").
  - Depart:** 05/09/2020, dep [dropdown], 09:00 am [dropdown], ± 2 [dropdown].
  - Return:** 05/10/2020, dep [dropdown], 03:00 pm [dropdown], ± 2 [dropdown].
  - Class:** Economy class [dropdown].
  - Search by:** Price [dropdown].
  - ☐ Specify a carrier [dropdown].
  - Search** button.
- Depart - Sat, May 9** (expandable section):
  - Depart time slider: 07:00 A - 10:45 A.
  - Arrive time slider: 01:04 P - 09:48 P.
- Return - Sun, May 10** (expandable section):
  - Depart time slider: 01:00 P - 05:00 P.
  - Arrive time slider: 02:38 P - 11:28 P.

2. You can filter your search with the left menu.

- Change search - edit the information you included on the previous screen.
- Depart and return - use the sliders to narrow down the time you want to travel.

# Booking Flights



The screenshot shows a flight booking interface with three main filter sections on the left side:

- Price:** A slider bar is shown with a blue dot at the right end. Below the slider, the text reads "Price \$101.20 - \$2,288.33".
- Display Settings:** A section containing three checkboxes, all of which are currently unchecked:
  - ☐ Hide Non-refundable Fares
  - ☐ Hide Propeller Planes
  - ☐ Depart/Return Same Airport Only
- Airport Filters:** A section containing three sub-sections, each with a list of airports and their prices, all of which are checked:
  - Depart:**
    - ☒ PHL - Philadelphia, PA (\$101.20)
  - Arrival:**
    - ☒ BOS - Boston, MA (\$101.20)
  - Return:**
    - Departure:**
      - ☒ BOS - Boston, MA (\$101.20)
    - Arrival:**
      - ☒ PHL - Philadelphia, PA (\$101.20)

2. You can filter your search with the left menu. *continued*
- Price - use the slider to narrow down the options by price.
  - Display settings - check the boxes to hide certain options.
  - Airport filters - nearby airports.
  - Connecting Airport Filters - check the boxes based on your connecting airport preference.



# Booking Flights





- 3. You can filter the results with the matrix at the top of the page by stops or by a specific carrier by selecting in the appropriate square.

PHILADELPHIA, PA TO BOSTON, MA

SAT, MAY 9 - SUN, MAY 10

Show as USD ▼

Hide matrix   Print / Email

All 61 results	 American Airlines	 Southwest	 United	 Multiple
1 stop 59 results	101.20 56 results	265.96 1 results	369.20 2 results	—
2 stops 2 results	—	265.96 1 results	—	1,161.20 1 results



# Booking Flights

4. Below the matrix, you will see the flight options.
- The ‘Shop by Fares’ tab is selected, select the **Shop by Schedule** tab to see the results based on time.

Shop by FaresShop by Schedule

Flight Number Search

Q

Sorted By: Price - Low to High

▼

Displaying: 81 out of 81 results.  
[Previous](#) | Page: 1 of 7 | [Next](#) | [All](#)

- Search for a flight by number or use the **Sorted By** dropdown to sort the results.

Shop by FaresShop by Schedule

DepartReturn

Philadelphia, PA - Sat, May 9

Flight Number Search

Q

Sorted By: Depart - Earliest

▼




Displaying: 10 out of 10 results.

7



# Booking Flights

5. Review the flight options. Select **Show all details** or **View Fares**.

<div> American Airlines</div> <div>10:00a PHL → 03:45p BOS</div> <div>03:00p BOS → 04:49p PHL</div> <div>1 stop CLT</div> <div>Nonstop</div> <div>5h 45m</div> <div>1h 49m</div> <div>Least Cost Logical Fare</div>				<div>\$101.20</div> <div>View Fares</div> <div>Show all details ▾</div>
<div> American Airlines</div> <div>10:00a PHL → 03:45p BOS</div> <div>01:00p BOS → 02:38p PHL</div> <div>1 stop CLT</div> <div>Nonstop</div> <div>5h 45m</div> <div>1h 38m</div> <div>Least Cost Logical Fare</div>				<div>\$101.20</div> <div>View Fares</div> <div>Show all details ▾</div>
<div> American Airlines</div> <div>10:00a PHL → 03:45p BOS</div> <div>05:00p BOS → 06:51p PHL</div> <div>1 stop CLT</div> <div>Nonstop</div> <div>5h 45m</div> <div>1h 51m</div> <div>Least Cost Logical Fare</div>				<div>\$101.20</div> <div>View Fares</div> <div>Show all details ▾</div>





# Booking Flights

- You will see fare options. Basic economy is the most restrictive fares. You cannot choose your seat and will pay for checked luggage.
- Select Rules or Benefits/Services for more information.

6. Select the **price** of the flight you would like to book.

Fare Options	Free Checked Bags	Refundable		
Basic Economy (B) <a href="#">Rules</a> <a href="#">Benefits/Services</a>	0	No		<div>\$101.20</div>
Main Cabin (N) <a href="#">Rules</a> <a href="#">Benefits/Services</a>	0	No		<div>\$138.84</div>
<a href="#">View more fares</a>				
Apollo				



# Booking Flights

7. The Review and Reserve Flights page will populate.

Travel

Trip Library

Templates

Tools

Trip Summary

✈️

Flights Selected

Round Trip

PHL - BOS

Depart: Sat, 05/09/2020

Return: Mon, 05/11/2020

✓

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART

✈ Sat, May 9 – Philadelphia, PA to Boston, MA / 1h 41m layover in Charlotte, NC

Hide details ^

Sat, May 9

10:00a PHL → 11:49a CLT

1h 49m

American Airlines 847  
Airbus Industrie A321

Layover in Charlotte, NC

1h 41m

Charlotte Airport

01:30p CLT → 03:45p BOS

2h 15m

American Airlines 955  
Boeing 737-800

RETURN

✈ Mon, May 11 – Boston, MA to Philadelphia, PA

Hide details ^

Mon, May 11

03:00p BOS → 04:49p PHL


1h 49m

American Airlines 1898  
Airbus Industrie A321


# Booking Flights

8. Verify all the information regarding your flight is correct.
  - Add frequent flyer miles, if needed.


### Trip Summary

**Flights Selected**


Round Trip  
PHL - SAN  
Depart: Fri, 05/01/2020  
Return: Wed, 05/06/2020

**Select a Car** [Remove](#)

Pick-up: Fri, 05/01/2020  
Drop-off: Wed, 05/06/2020

**Select a Hotel** [Remove](#)


Nights: 5  
San Diego, CA  
Check-in: Fri, 05/01/2020  
Check-out: Wed, 05/06/2020

**Finalize Trip**

## Review and Reserve Flight

### REVIEW FLIGHTS

**DEPART**

 **Fri, May 1** – Philadelphia, PA to San Diego, CA [Hide details ^](#)


Fri, May 1

07:45a PHL → 10:31a SAN


5h 46m

American Airlines 1621  
Airbus Industrie A321

**RETURN**

 **Wed, May 6** – San Diego, CA to Philadelphia, PA [Hide details ^](#)

Wed, May 6

10:41p SAN  06:50a PHL

5h 09m

American Airlines 2078  
Boeing 757-200

**Primary Traveler** [Edit](#) | [Review all](#)

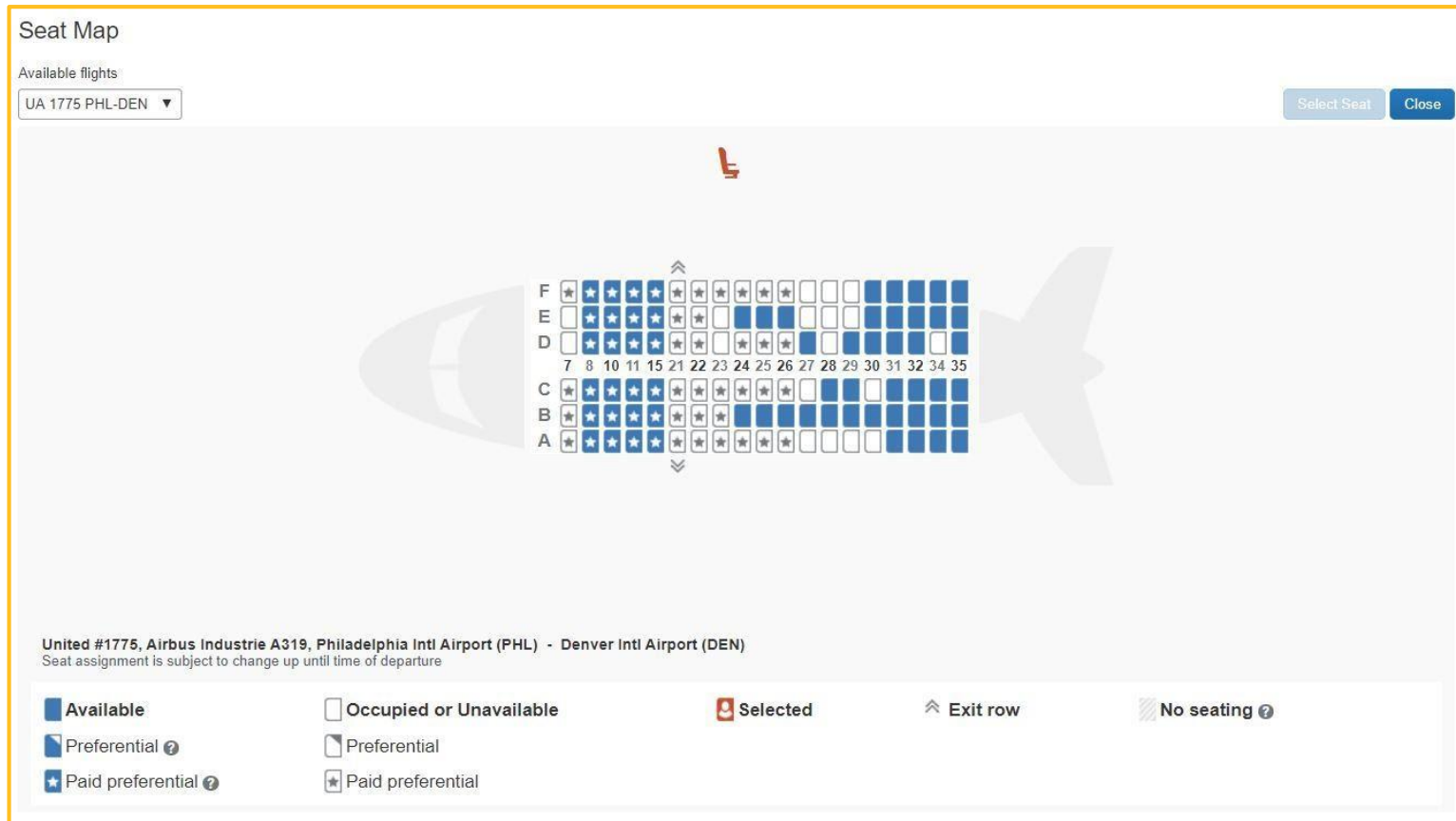
**Name:** Test Traveler Traveler **Phone:** 856-2464115

**Frequent Flyer Programs** [Add a Program](#)

For American Airlines

# Booking Flights

9. Select a seat (if available). Concur will select seats for you if you leave this section blank.
10. A new window will appear with a map of the plane. Select the seat you would like to select (available seats are in blue). **Select Seat.**





# Booking Flights

- 11. Review the price summary.
- 12. Select the method of payment by choosing from the drop-down.
- 13. Read the fare rules and restrictions regarding your flight.
- 14. Select Reserve Flight and Continue.

SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
AA 1621	Main Cabin (Q) <a href="#">Select a seat</a>
AA 2078	Main Cabin (Q) <a href="#">Select a seat</a>

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$392.00	\$58.20	\$450.20
Total Estimated Cost: \$450.20			
Total Due Now: \$450.20			

SELECT A METHOD OF PAYMENT

How would you like to pay?

Please choose a credit 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.

Back

Reserve Flight and Continue