



Travel: Making a Travel Reservation

Purpose: The purpose of this guide is to assist the user in booking a trip in Concur's travel module.

Accessing the Travel Module

Click **Travel** if you are booking travel for yourself, or acting as a Delegate to book travel for someone else. If you are booking for another user, verify you have delegated in as them and their name appears in the upper right.

The screenshot shows the Concur web application interface. At the top, there is a navigation bar with the Concur logo and tabs for Requests, Travel, Expense, and Approvals. The 'Travel' tab is highlighted with a red box, and a red arrow points to the 'Acting as' dropdown menu in the top right corner, which shows 'Fernandez, Charles A'. Below the navigation bar, the user's name 'Fernandez, Charles A' is displayed, along with several summary cards: '+ New', '01 Required Approvals', '01 Authorization Requests', '16 Available Expenses', '01 Open Reports', and '02 Cash Advances'. The main content area is divided into three sections: 'TRIP SEARCH' with a search form for flights and trains; 'COMPANY NOTES' with a link to a training toolkit and a notice from World Travel Service; and 'TASKS' with three task cards: '01 Required Approvals' (listing a task for Oriana V.), '16 Available Expenses' (listing several Amazon and Ticketmaster expenses), and '01 Open Reports' (listing a test report).



Airfare

1. Select Round Trip, One Way, or Multi City, enter the **From** and **To** destination, and departure and return dates/times and click **Search**. If flying to/from Tallahassee or other smaller airports, we recommend un-checking the Flights w/no double connections box in order to display more options.

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From [?]
TLH - Tallahassee Municipal - Tallahassee, FL
Find an airport | Select multiple airports

To [?]
LON - London Area Airports - London
Find an airport | Select multiple airports

Depart [?]
12/04/2017 depart 09:00 am ± 5

Return [?]
12/08/2017 depart 05:00 pm ± 5

Pick-up/Drop-off car at airport
 Find a Hotel

Class [?] Search by
Economy class Price

Specify a carrier [?]
 Refundable only air fares
 Flights w/ no double connections

Search



- 2. Review the flight availability and select a flight. Flights can be viewed by Fares, or by Schedules, and can be filtered using the Sort-By options. **Sort by Duration** will give the flights with shortest layovers.

The screenshot shows a flight search interface. At the top, there are two tabs: "Shop by Fares" (highlighted with a red box) and "Shop by Schedule". Below the tabs is a search bar labeled "Flight Number Search" and a "Sorted By:" dropdown menu set to "Price - Low to High" (also highlighted with a red box). To the right, it says "Displaying: 144 out of 144 results." and "Previous | Page: 1 of 15 | Next | All".

Two flight results are shown, both for Delta. The first result shows a 16h 16m flight with a price of \$1,145.56. The second result shows a 31h 26m flight with a price of \$1,145.56. Both flights are marked as "Preferred Airline for The Florida State University".

- 3. Slide bars on the left of the screen enable you to filter search results by departure/arrival times, and price. **Click on the price to select your flight.**

The screenshot shows three filter sliders. The first is for "Depart - Mon, Dec 4" with a range from 05:50 A to 01:25 P. The second is for "Return - Fri, Dec 8" with a range from 12:10 P to 02:15 P. The third is for "Price" with a range from \$1,145.56 to \$2,853.06.

This screenshot is similar to the one above, but with the "Price" filter slider set to the minimum value of \$1,145.56. The "Shop by Fares" tab is selected. The flight results are the same, but the price button for the first flight (\$1,145.56) is highlighted with a red box, indicating it is the selected option.



- Review the flight details and traveler information. If this is the flight you wish to book, you may select your seat assignment at this time by clicking **Select Seats**. **Please note that FSU will not reimburse any fees associated with seat selection. Fees, if any, vary by airline.**

i Remember Your Passport Your international travel will require passport or other government-issued identification. Remember to bring your identification with you on your day of travel.

Primary Traveler

[Edit](#) | [Review all](#)

Name: Daniel Joseph Pearce **Phone:** [REDACTED]

Frequent Flyer Programs [Add a Program](#)

For Delta

SEAT ASSIGNMENT

Seats will be automatically selected based on your profile preferences and can be changed on the Travel Details pages or any time after booking is complete. [View seatmap](#)

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$661.00	\$533.36	\$1,194.36
Total Estimated Cost:			\$1,194.36
Total Due Now:			\$1,194.36

SELECT A METHOD OF PAYMENT

How would you like to pay?

[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](#)

- If seat selection is available, click the Select Seat button and make your selection.
- Click **Close**.
- Review the method of payment and make any necessary changes. Method of payment should be your University Travel Card, which is automatically labeled as **Corporate Card** by Concur.
- On the Review and Reserve Flight page, verify all information and select **Reserve Flight** and **Continue**.



Primary Traveler

Name: Cathy B Lewis **Phone:** 412-624-6139

Frequent Flyer Programs [Add a Program](#)

For American Airlines

SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

REVIEW PRICE SUMMARY


Description	Fare	Taxes and Fees	Charges
Airfare	\$680.00	\$96.20	\$776.20
Total Estimated Cost :			\$776.20
Total Due Now:			\$776.20

SELECT A METHOD OF PAYMENT

How would you like to pay?

| [Add credit card](#)

* Indicates credit card is a company card

 **This is a Non-Refundable Ticket**

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



Hotel

Important- If the conference hotel has a special conference rate, do not book your hotel through Concur. Book directly through the hotel or conference website to obtain the conference block room rate.

1. Click the Hotel icon

Booking for myself | [Book for a guest](#)

Hotel Flight Car Train Clock

Hotel Search

Check-in Date Check-out Date

Find hotels within miles from


Airport Address
 Company Location Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

With names containing:

Add Another Hotel

2. Enter Check-in/Check-out Dates and other search criteria, and click Search.
3. When you are ready to reserve your hotel room, click the button next to the desired room type, and then click Select.

 **17. Holiday Inn Express Suites Oak Ridge**
114 Tulsa Rd, Oak Ridge, TN 37830 [Map it](#)


5.8 miles ★★☆☆☆

\$96

Per diem limits: Dec 12-Dec 15: \$150

[Hotel details](#)




 **17. Holiday Inn Express Suites Oak Ridge** **\$96**
 114 Tulsa Rd, Oak Ridge, TN 37830 [Map it](#) [Hide Rooms](#)
 5.8 miles ★★☆☆☆ Per diem limits: Dec 12-Dec 15: \$150

[Hotel details](#)

Room Options

Book Early N Save No Refunds Two Queen Beds Nonsmoke Two Queen Beds 37 Inch Flat Panel Tv Microwave Refrigerator Work Desk (Worldspan) Rules and cancellation policy	✓	\$96	Deposit required
Book Early N Save No Refunds 2bd Executive Nonsmoke Two Queen Beds 37 Inch Flat Panel Tv Microwave Refrigerator Work Desk (Worldspan) Rules and cancellation policy	✓	\$96	Deposit required
Book Early N Save No Refunds Kng Leisure Nonsmoke 37 Inch Flat Panel Tv Microwave Refrigerator Work Desk With Ergonomic (Worldspan) Rules and cancellation policy	✓	\$100	Deposit required
Book Early N Save No Refunds Standard Room Bed Type Preference Cannot Be Guaranteed As It Will Be Allocated Upon Arrival (Worldspan) Rules and cancellation policy	✓	\$100	Deposit required
BCD Travel Two Queen Beds Nonsmoke Two Queen Beds 37 Inch Flat Panel Tv Microwave Refrigerator Work Desk Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	✓	\$120	

 **1. Holiday Inn Paris - Auteuil** **\$138**
 21, rue Gudin, Paris 75016 [Map it](#) [Hide Rooms](#)
 2.15 miles ★★☆☆☆ Per diem limits: Jan 15-Jan 18: \$425

[Hotel details](#)

Room Options

Advance Saver No Refunds 1 Double Bed Nonsmoking Wifi And High Speed Internet Access Pay Tv Satellite Tv Windows (Worldspan) Rules and cancellation policy	i	\$138	Deposit required
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4. Note that international hotel reservations have the foreign maximum lodging limits for that location listed as a guide to use when reserving a room.
5. On the Review and Reserve Hotel page, verify all information and check the box I agree to the hotel’s rate rules, restrictions, and cancellation policy.
6. Click **Reserve Hotel** and **Continue**



ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

You have selected a hotel that requires a deposit. This deposit may be non-refundable.

The hotel provided the following information:

RATE CHANGES OVER DURATION OF STAY

Hotel Rate: **100 USD PER NIGHT STARTING 12DEC FOR 3 NIGHTS**

I agree to the hotel's rate rules, restrictions, and cancellation policy.

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

Rental Car

To reserve a rental car, click the **Car** icon. Do not use Concur to book a rental car if using an Enterprise/National billing number or if user is picking up from Call St or Southwood locations, use the [Enterprise portal](#).

1. Pick-up date, Drop-off date, and Pick-up car at field will be populated from other trip segments. If there are no other segments, you will need to enter your dates and times here.
2. Enter additional Search options, if needed. Click **Search**.
3. Select the appropriate rental car, then click **Select**.
4. On the Review and Reserve Car page, verify all information and select Reserve Car and **Continue**.



5. Note the following icons:



Car rates are outside the University policy. These cars can be selected but require valid justification.



Car rates are within the University travel policy.

Completing the Travel Reservation

1. On the Travel Details page, review the details of your reservation and the Total Estimated Cost, then click **Next**.
2. Trip Name and Description must be completed.
3. Click **Next** if you are ready to purchase the trip or select Hold Trip, if you are not ready to purchase the trip.
4. Click **Confirm Booking**.