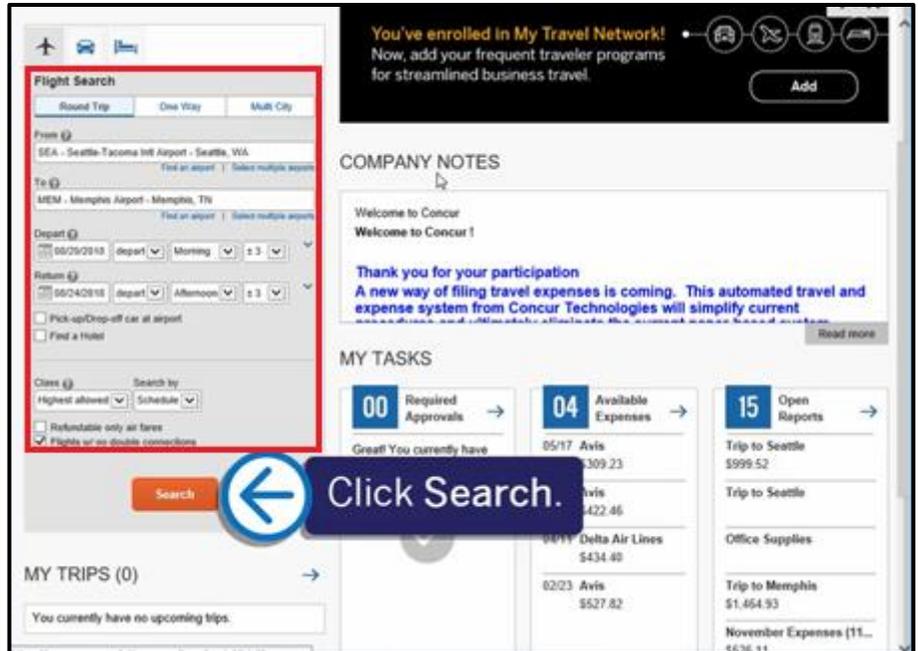


Booking a Flight

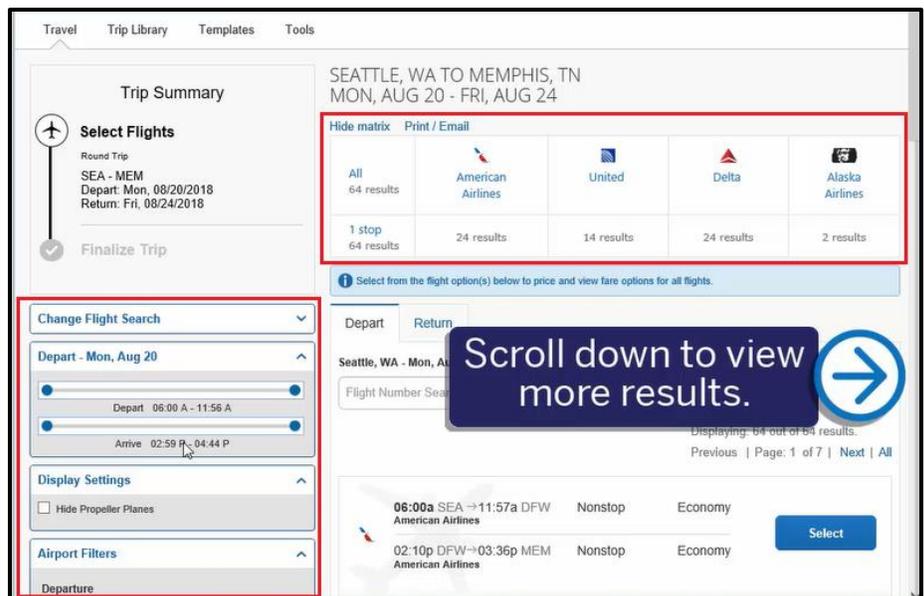
SAP Concur makes it easy to book flights for an upcoming trip.

1. From the **SAP Concur** home page, enter your search criteria, such as type of trip, departure city and date, and return city and date.
2. You can also specify whether you need a car and/or hotel for your trip.
3. After you complete your search details, click **Search**.

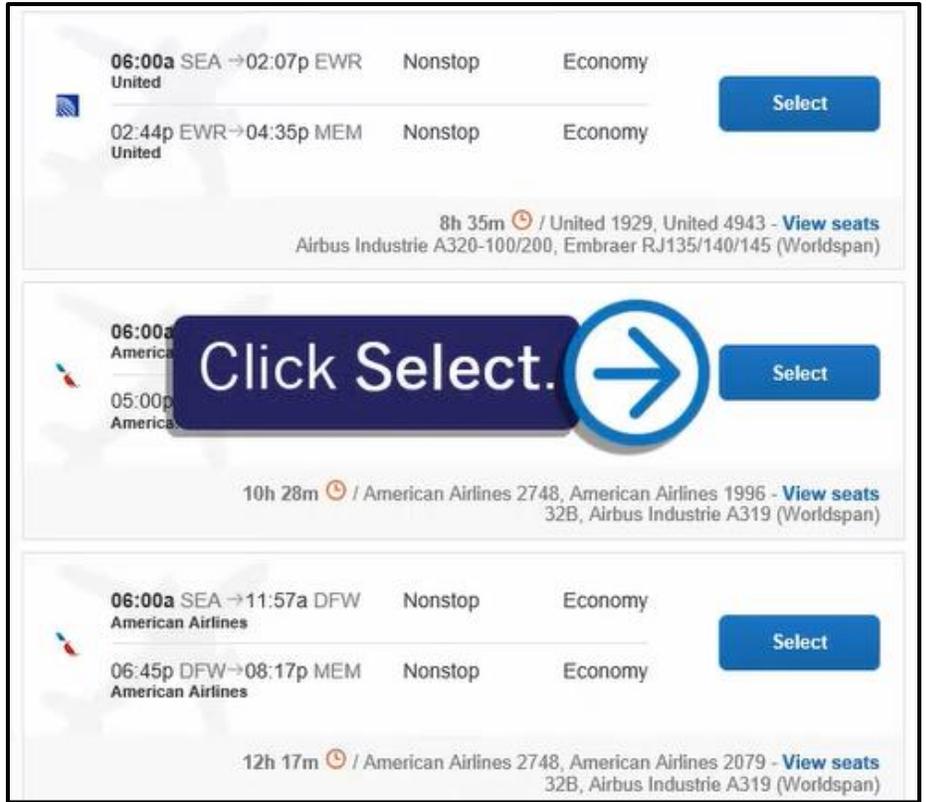


You will see a list of available flights on the **Depart** tab.

4. 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.
5. Scroll down to view more results.



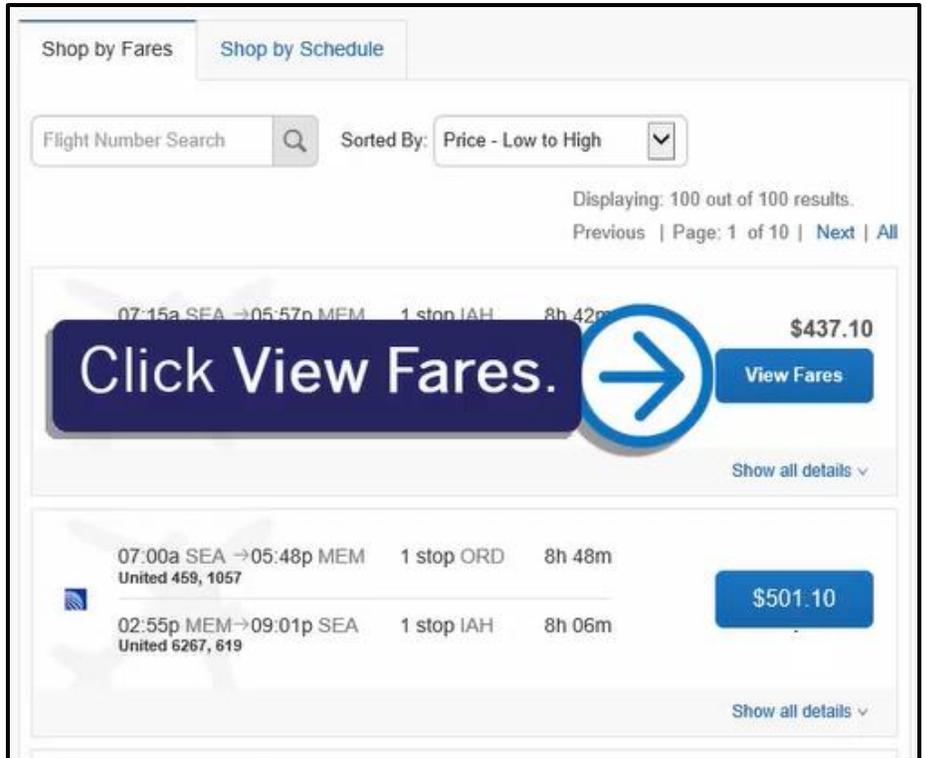
6. To select your departure and return flights, click **Select**.



The screenshot shows three flight options. The first is a United flight from SEA to EWR (06:00a to 02:07p) and a return from EWR to MEM (02:44p to 04:35p). The second is an American Airlines flight from SEA to DFW (06:00a to 11:57a) and a return from DFW to MEM (06:45p to 08:17p). A large blue callout box with a right-pointing arrow and the text 'Click Select.' is overlaid on the American Airlines flight option, pointing to its 'Select' button.

The **Shop by Fares** tab displays your selected flight options. You can use the **Shop by Schedule** tab to view results by flight times.

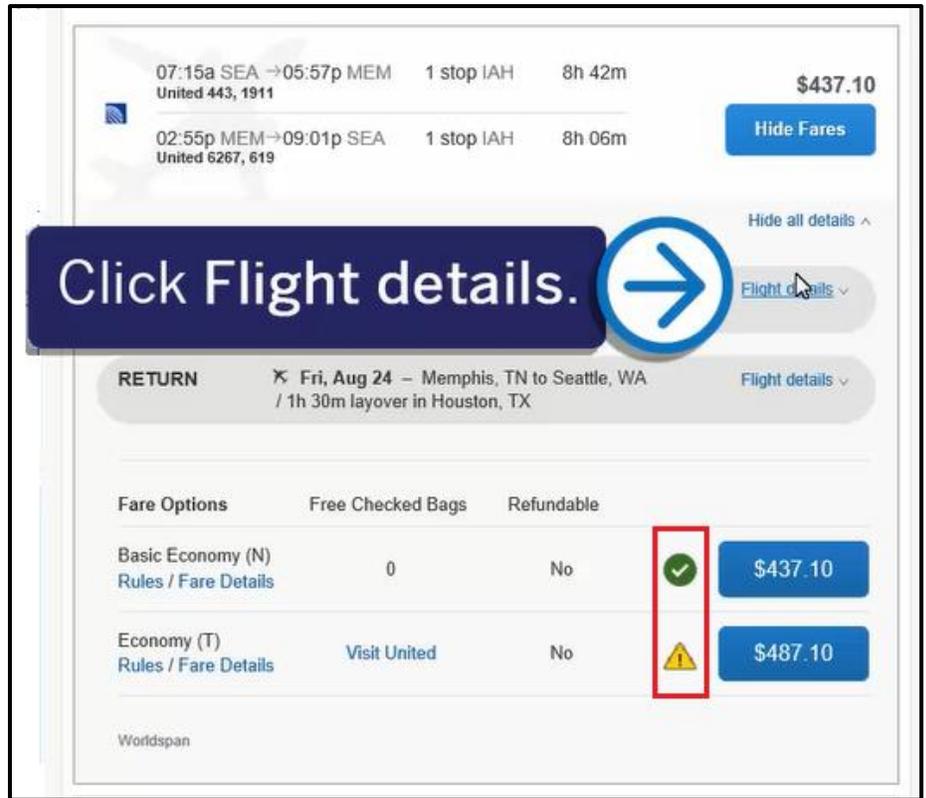
7. Click **View Fares**.



The screenshot shows the 'Shop by Fares' tab selected. It includes a search bar, a 'Sorted By: Price - Low to High' dropdown, and pagination information. Two flight options are visible. The first is a United flight with a price of \$437.10. The second is a United flight with a price of \$501.10. A large blue callout box with a right-pointing arrow and the text 'Click View Fares.' is overlaid on the first flight option, pointing to its 'View Fares' button.

The Fare Options display. The **green** checkmark icon indicates that the selected option is within policy. The **yellow** caution icon indicates a violation of a rule. You can complete the booking, but SAP Concur sends your manager an email including the out-of-policy reason you chose, as well as lower-priced options that are available. A **red** exclamation point icon indicates a serious violation and cannot be booked.

8. Click Flight details.



07:15a SEA → 05:57p MEM 1 stop IAH 8h 42m \$437.10
United 443, 1911

02:55p MEM → 09:01p SEA 1 stop IAH 8h 06m
United 6267, 619

Hide Fares

Hide all details ^

Click Flight details. → Flight details v

RETURN ✕ Fri, Aug 24 – Memphis, TN to Seattle, WA / 1h 30m layover in Houston, TX Flight details v

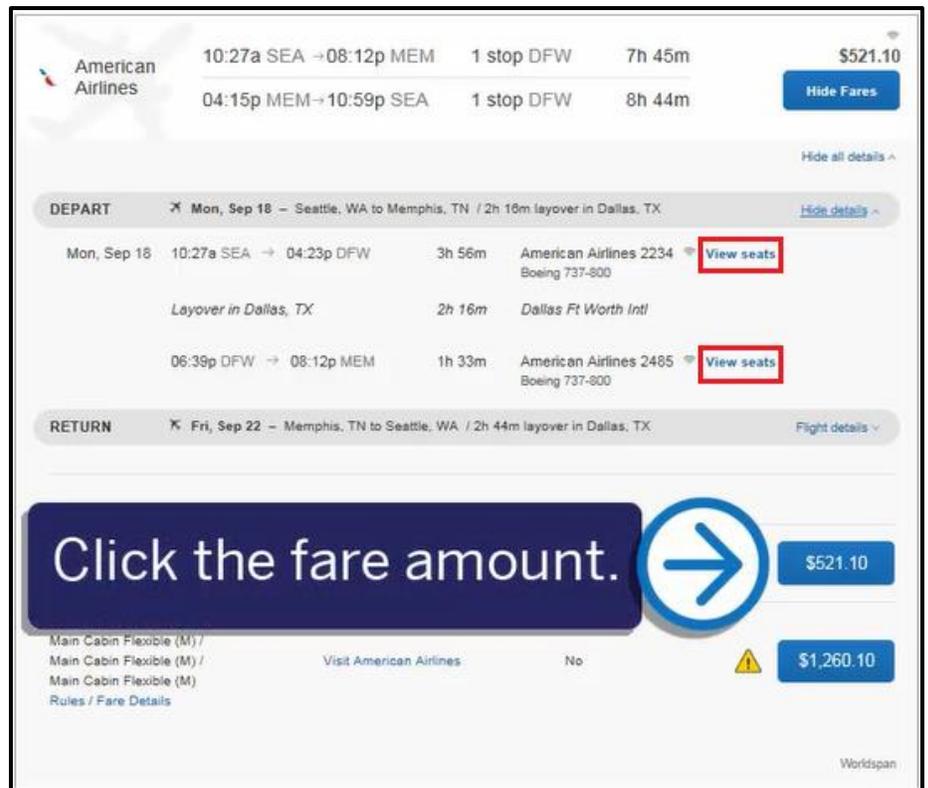
Fare Options	Free Checked Bags	Refundable		
Basic Economy (N) Rules / Fare Details	0	No		\$437.10
Economy (T) Rules / Fare Details	Visit United	No		\$487.10

Worldspan

If you want to view the available seating for the flight, click **View seats** to open a popup window that displays the seating configuration. Depending on the airline, you can select your desired seat for the flight.

You can scroll down to review additional fare options.

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



American Airlines 10:27a SEA → 08:12p MEM 1 stop DFW 7h 45m \$521.10
04:15p MEM → 10:59p SEA 1 stop DFW 8h 44m

Hide Fares

Hide all details ^

DEPART ✕ Mon, Sep 18 – Seattle, WA to Memphis, TN / 2h 16m layover in Dallas, TX Hide details ^

Mon, Sep 18	10:27a SEA → 04:23p DFW	3h 56m	American Airlines 2234 Boeing 737-800	View seats
	Layover in Dallas, TX	2h 16m	Dallas Ft Worth Intl	
	06:39p DFW → 08:12p MEM	1h 33m	American Airlines 2485 Boeing 737-800	View seats

RETURN ✕ Fri, Sep 22 – Memphis, TN to Seattle, WA / 2h 44m layover in Dallas, TX Flight details v

Click the fare amount. → \$521.10

Main Cabin Flexible (M) / Visit American Airlines No  \$1,260.10

Main Cabin Flexible (M) / Rules / Fare Details

Worldspan

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

10. Scroll down to review the seat map, review the price summary information, and select your payment method.

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ **Mon, Aug 20** – Seattle, WA to Memphis, TN Hide Details ^
/ 2h 40m layover in Houston, TX

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 Hide Details ^
/ 1h 30m layover in Houston, TX

11. After you review the fare rules and restrictions, click **Reserve Flight and Continue**.

UA 1911	Basic Economy (N)	View seat map
UA 6267	Basic Economy (N)	View seat map
UA 619	Basic Economy (N)	View seat map

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$368.38	\$68.72	\$437.10
		Total Estimated Cost: \$437.10	
		Total Due Now: \$437.10	

SELECT A METHOD OF PAYMENT

How would you like to pay?

⌵
🔒
Edit
|
Add credit card

* Indicates credit card is a company card

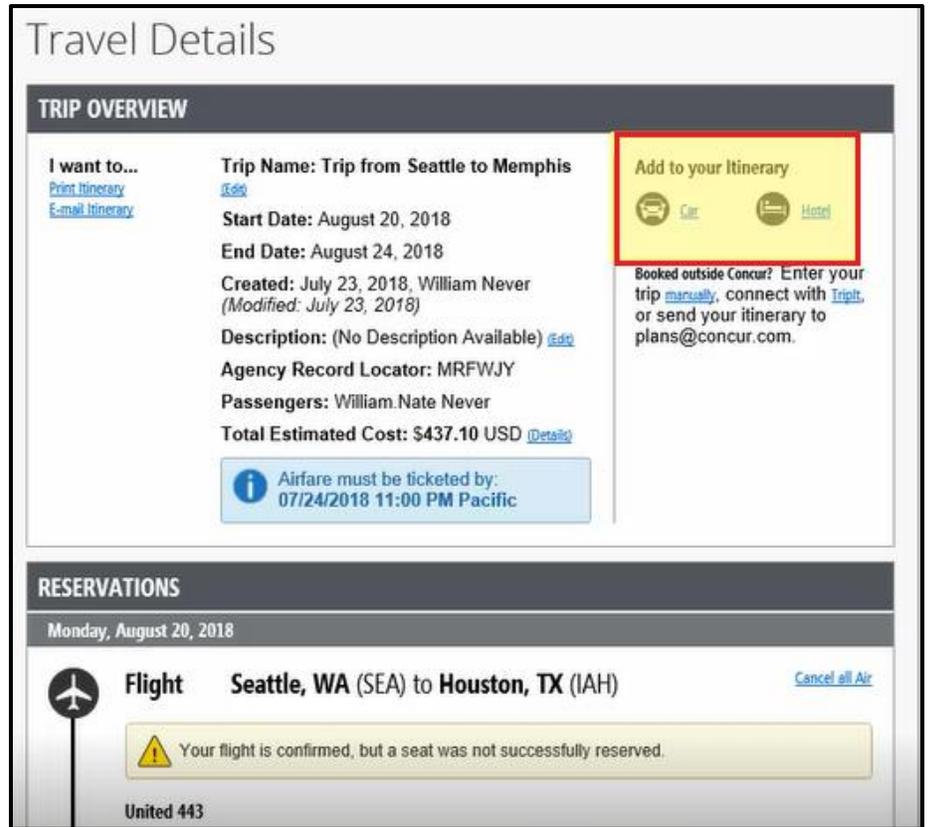
Click Reserve Flight and Continue.



Back
Reserve Flight and Continue

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

I want to... [Print Itinerary](#) [Email Itinerary](#)

Trip Name: Trip from Seattle to Memphis [Edit](#)

Start Date: August 20, 2018

End Date: August 24, 2018

Created: July 23, 2018, William Never (Modified: July 23, 2018)

Description: (No Description Available) [Edit](#)

Agency Record Locator: MRFWJY

Passengers: William.Nate Never

Total Estimated Cost: \$437.10 USD [Details](#)

Add to your Itinerary [Car](#) [Hotel](#)

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

RESERVATIONS

Monday, August 20, 2018

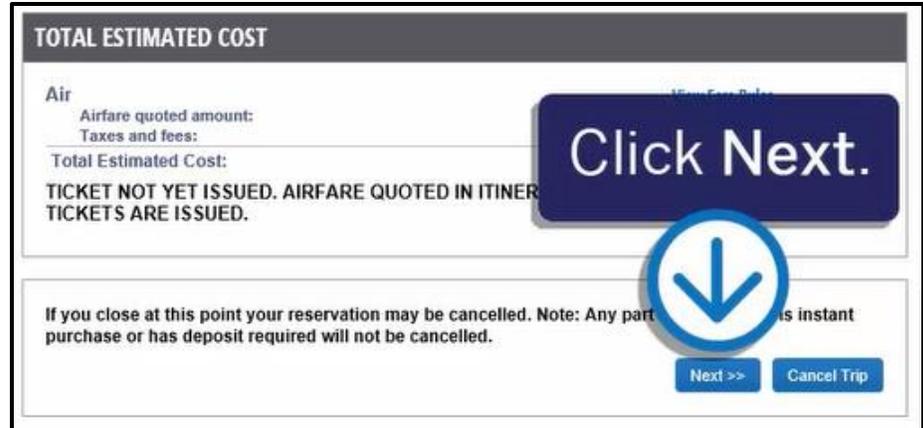
Flight **Seattle, WA (SEA) to Houston, TX (IAH)** [Cancel all Air](#)

United 443

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

12. Scroll down, and then click **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

Air

Airfare quoted amount:
Taxes and fees:
Total Estimated Cost:

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY. TICKETS ARE ISSUED.

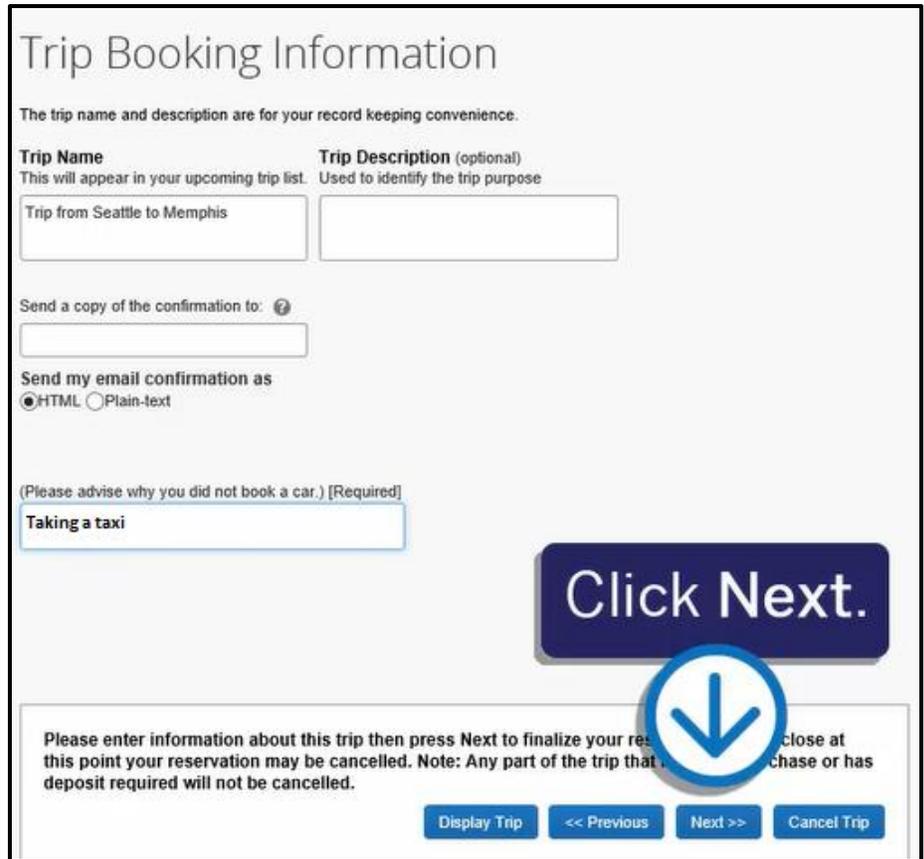
Click Next.

If you close at this point your reservation may be cancelled. Note: Any part of your reservation 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.

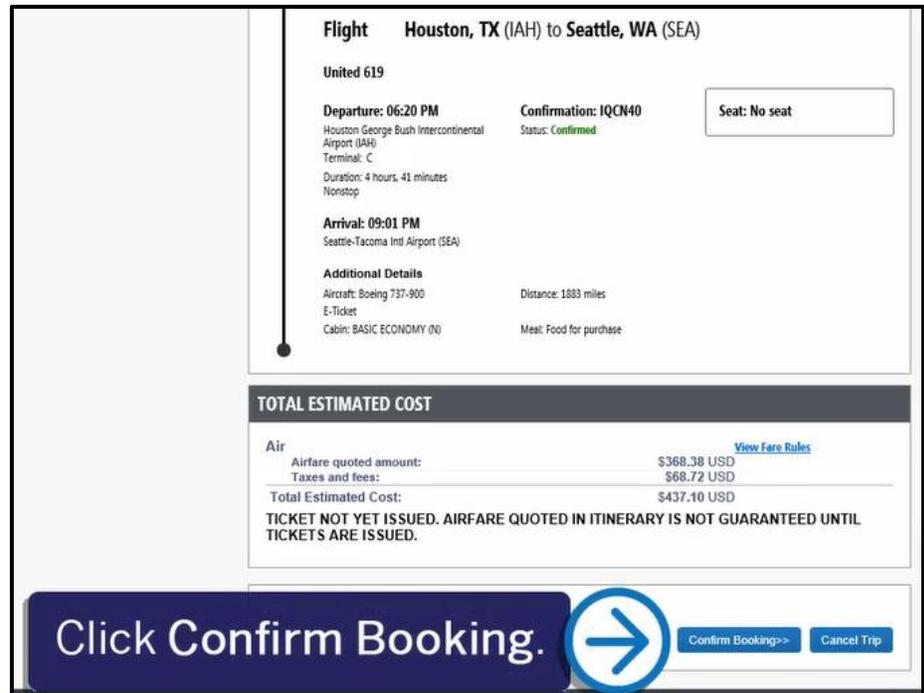
13. Enter the reason you did not book a car with your flight, and then click **Next**.



14. To finalize your reservation process, scroll down, and then click **Confirm Booking**.

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

By confirming the booking, you are sending your reservation to your manager for approval.



TOTAL ESTIMATED COST	
Air	View Fare Rules
Airfare quoted amount:	\$368.38 USD
Taxes and fees:	\$68.72 USD
Total Estimated Cost:	\$437.10 USD

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

The Pre-populating Your Expense Report page appears. You can select transportation options for arrival and departure from the airports during your trip.

15. 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.

Select Taxi. 

Would you like to pre-populate a charge to cover how you plan to **arrive** at Seattle-Tacoma Intl Airport? None

Departure: Seattle-Tacoma Intl Airport (SEA) at 7:15 AM on 08/20/2018
 Arrival: Houston George Bush Intercontinental Airport (IAH) at 1:41 PM on 08/20/2018

Departure: Houston George Bush Intercontinental Airport (IAH) at 4:21 PM on 08/20/2018
 Arrival: Memphis Airport (MEM) at 5:57 PM on 08/20/2018

Would you like to pre-populate a charge to cover how you plan to **depart** from Memphis Airport? None

Would you like to pre-populate a charge to cover how you plan to **arrive** at Memphis Airport? None

Departure: Memphis Airport (MEM) at 2:55 PM on 08/24/2018
 Arrival: Houston George Bush Intercontinental Airport (IAH) at 4:50 PM on 08/24/2018

Departure: Houston George Bush Intercontinental Airport (IAH) at 6:20 PM on 08/24/2018
 Arrival: Seattle-Tacoma Intl Airport (SEA) at 9:01 PM on 08/24/2018

Would you like to pre-populate a charge to cover how you plan to **depart** from Seattle-Tacoma Intl Airport? None

16. Click **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 7:15 AM on 08/20/2018
 Arrival: Houston George Bush Intercontinental Airport (IAH) at 1:41 PM on 08/20/2018

Departure: Houston George Bush Intercontinental Airport (IAH) at 4:21 PM on 08/20/2018
 Arrival: Memphis Airport (MEM) at 5:57 PM on 08/20/2018

Would you like to pre-populate a charge to cover how you plan to **depart** from Memphis Airport? None

Would you like to pre-populate a charge to cover how you plan to **arrive** at Memphis Airport? None

Departure: Memphis Airport (MEM) at 2:55 PM on 08/24/2018
 Arrival: Houston George Bush Intercontinental Airport (IAH) at 4:50 PM on 08/24/2018

Departure: Houston George Bush Intercontinental Airport (IAH) at 6:20 PM on 08/24/2018
 Arrival: Seattle-Tacoma Intl Airport (SEA) at 9:01 PM on 08/24/2018

Would you like to pre-populate a charge to cover how you plan to **depart** from Seattle-Tacoma Intl Airport? None

Pre-populate Expenses for transportation and parking



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.

