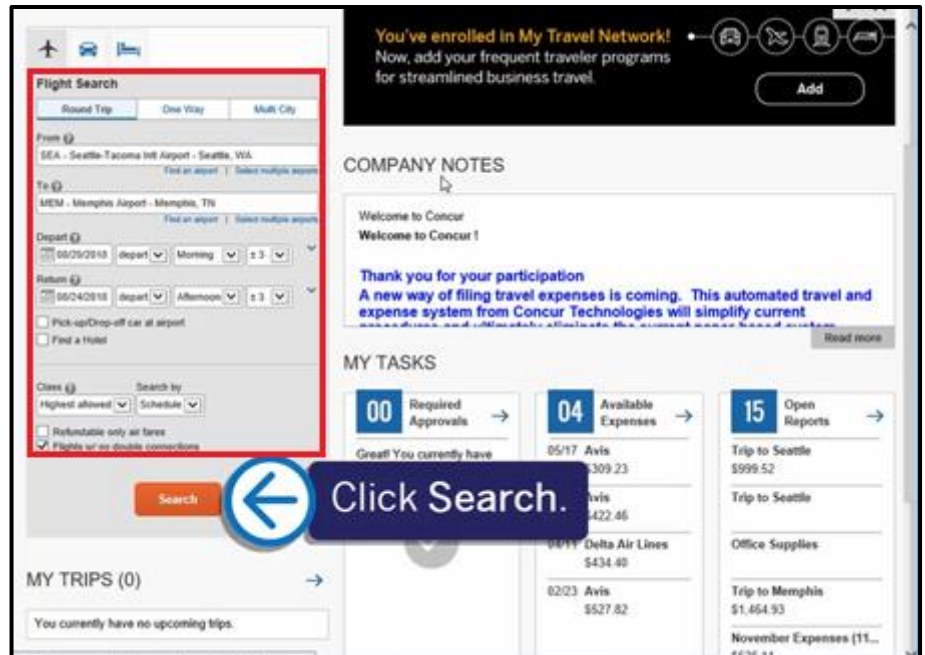


Booking a Flight

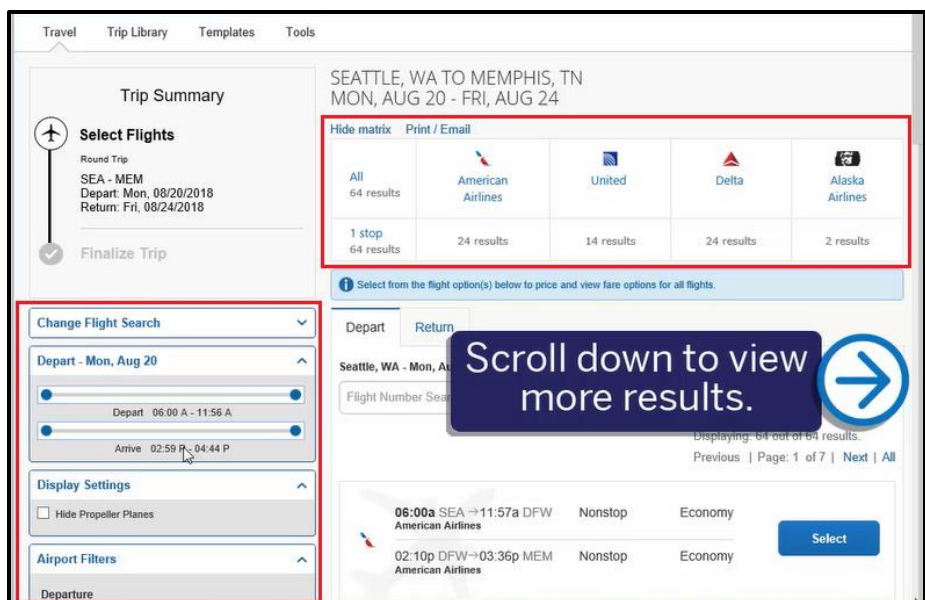
SAP Concur makes it easy to book flights for an upcoming trip.

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**.

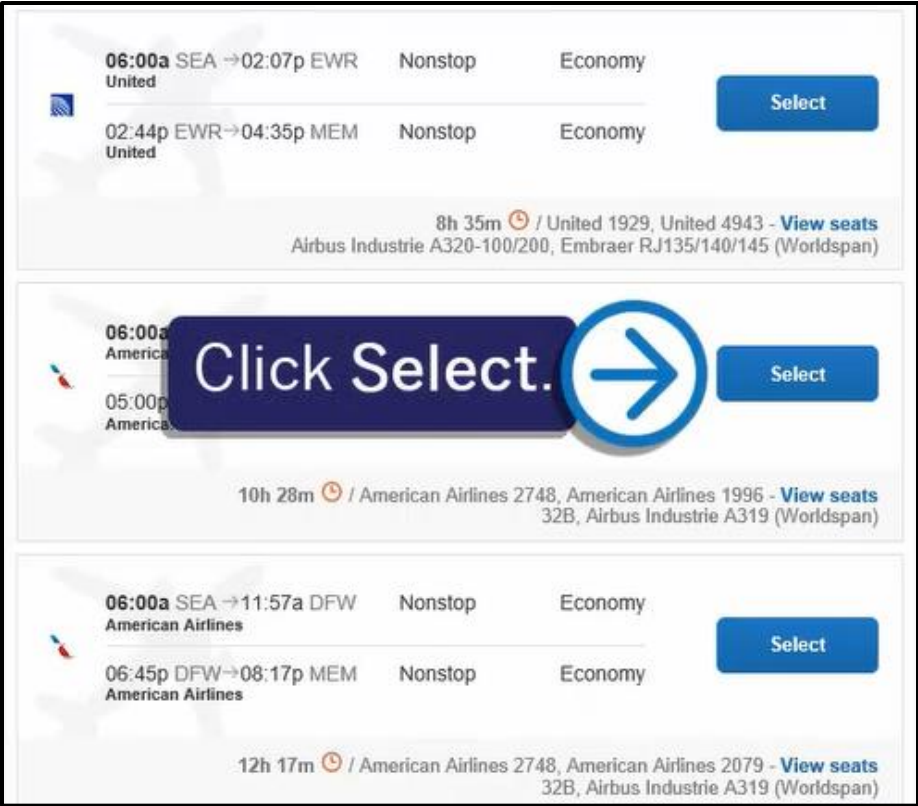


You will see a list of available flights on the **Depart** tab.

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**.



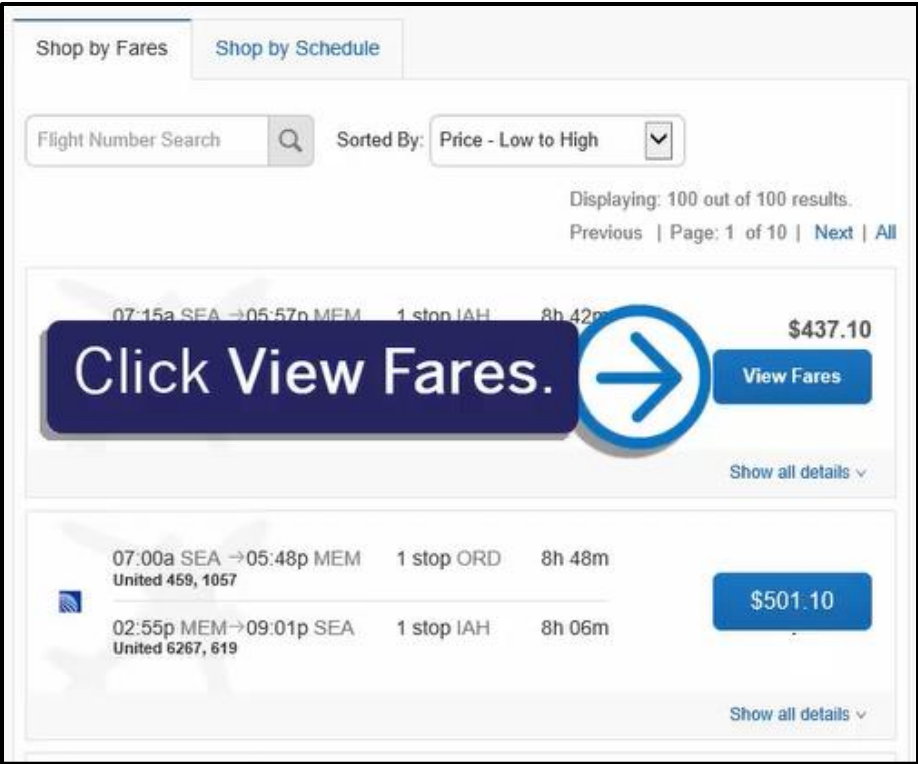
The screenshot shows a flight selection interface with three flight options. A large blue callout box with the text "Click Select." and a right-pointing arrow is overlaid on the middle flight option. Each flight option includes a departure and arrival time, airline, flight number, and a "Select" button.

Flight Option	Departure	Arrival	Airline	Flight Number	Class	Action
1	06:00a SEA	02:07p EWR	United	1929	Economy	Select
2	02:44p EWR	04:35p MEM	United	4943	Economy	Select
3	06:00a SEA	11:57a DFW	American Airlines	2748	Economy	Select

Additional details for the first flight: 8h 35m / United 1929, United 4943 - View seats. Aircraft: Airbus Industrie A320-100/200, Embraer RJ135/140/145 (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.

7. Click **View Fares**.



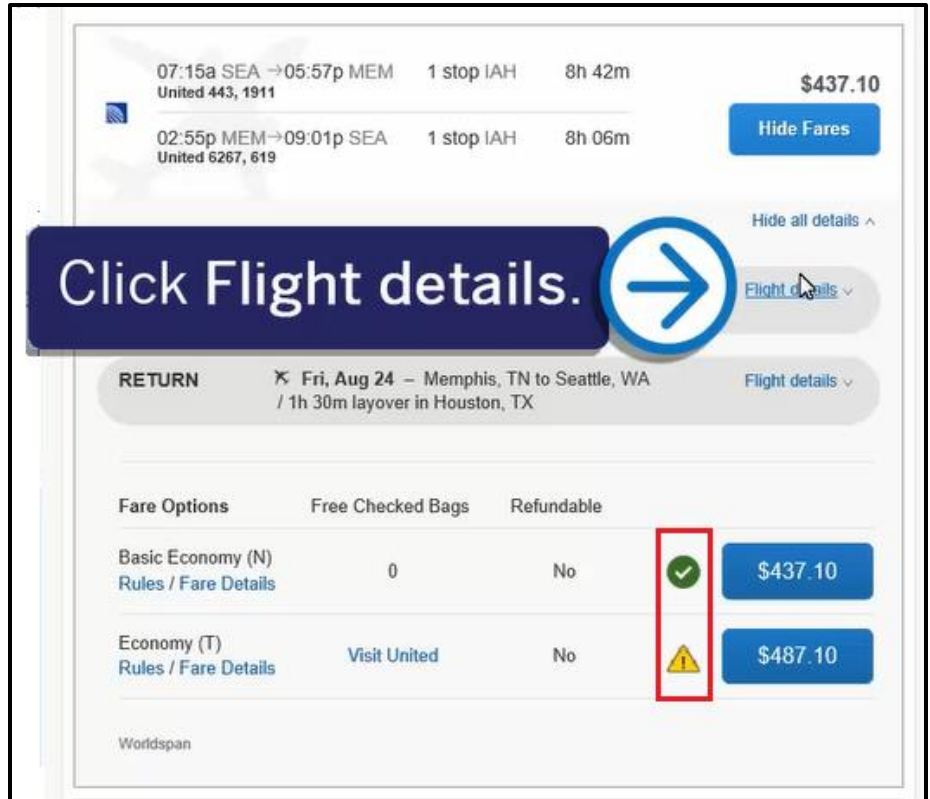
The screenshot shows the "Shop by Fares" tab selected. It includes a search bar, a "Sorted By" dropdown set to "Price - Low to High", and a "View Fares" button. A large blue callout box with the text "Click View Fares." and a right-pointing arrow is overlaid on the first flight option. The flight options are displayed with their respective prices and "View Fares" buttons.

Flight Option	Departure	Arrival	Airline	Flight Number	Class	Price	Action
1	07:15a SEA	05:57p MEM	1 stop IAH	8h 42m		\$437.10	View Fares
2	07:00a SEA	05:48p MEM	1 stop ORD	8h 48m		\$501.10	View Fares

Additional details for the first flight: 07:15a SEA → 05:57p MEM, 1 stop IAH, 8h 42m. Aircraft: United 459, 1057. Aircraft: United 6267, 619.

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

Click Flight details. →

Hide all details ^

Flight details v

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

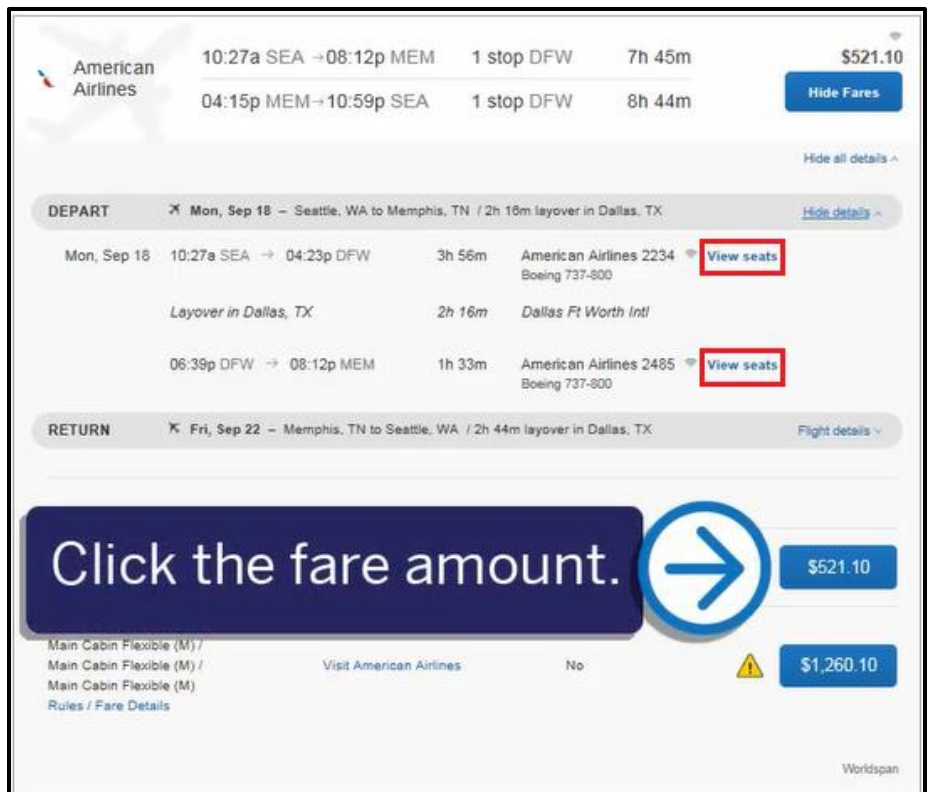
Fare Options	Free Checked Bags	Refundable		
Basic Economy (N) Rules / Fare Details	0	No	✓	\$437.10
Economy (T) Rules / Fare Details	Visit United	No	⚠	\$487.10

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 v

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

1,260.10

Main Cabin Flexible (M) /
Main Cabin Flexible (M) /
Main Cabin Flexible (M)
[Rules / Fare Details](#)

Visit American Airlines

No

⚠

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
/ 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 ^](#)

- 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?

Corporate Travel Card (...1111) [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](#)
[E-mail 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.

 Airfare must be ticketed by: 07/24/2018 11:00 PM Pacific

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

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

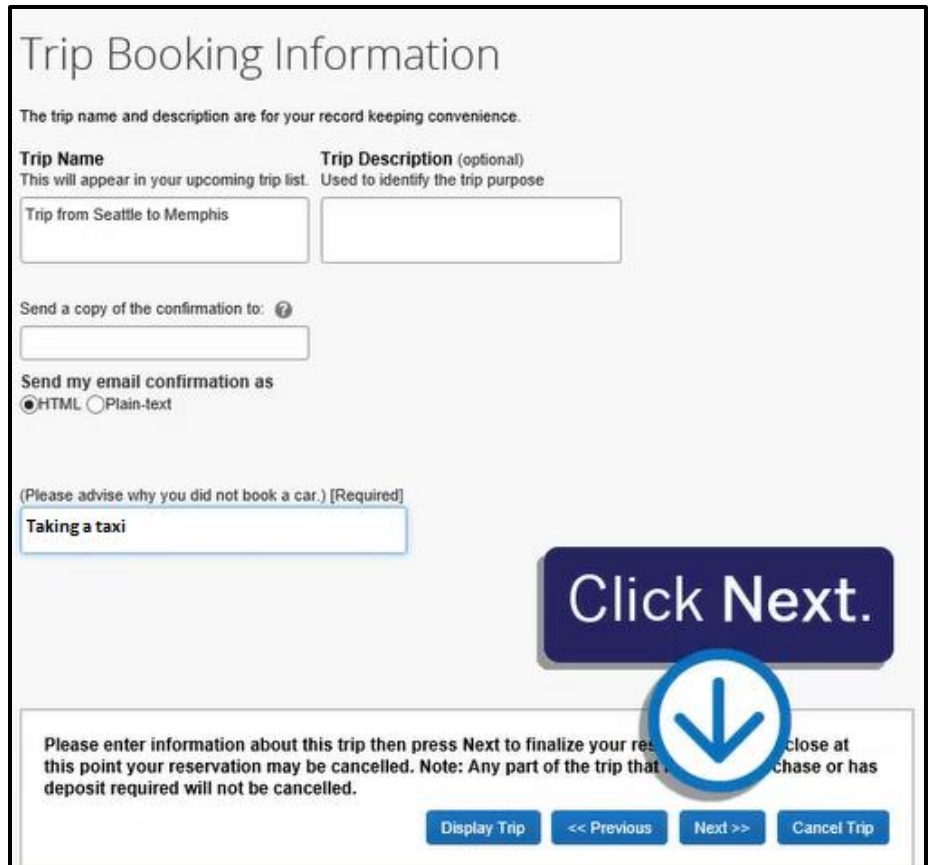
Air
Airfare quoted amount:
Taxes and fees:
Total Estimated Cost:
TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY. TICKETS ARE ISSUED.

[View Fare Rules](#)
Click Next.

[Next >>](#) [Cancel Trip](#)

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.

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.

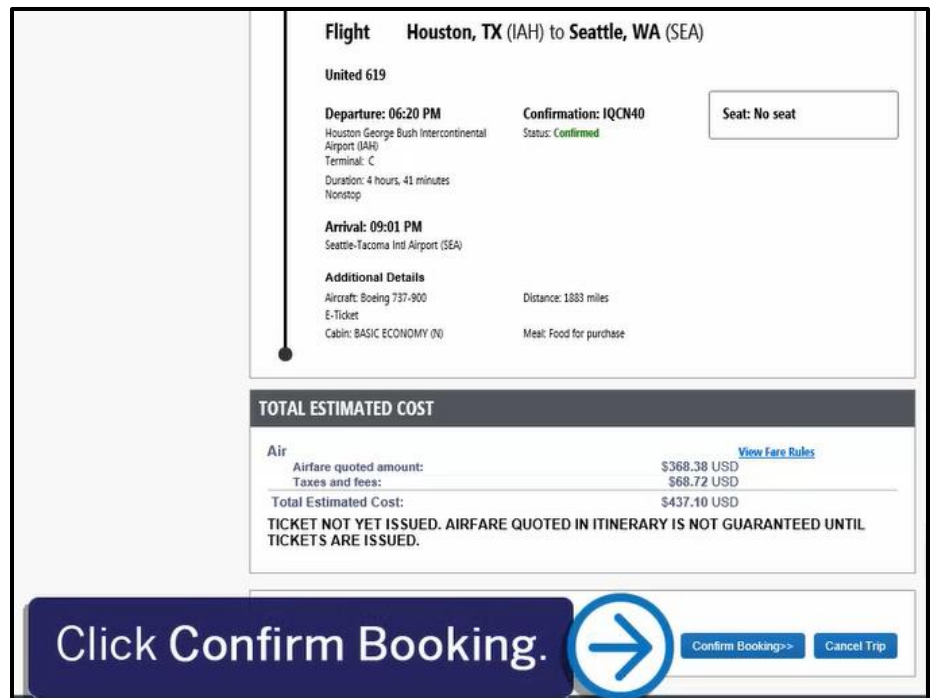
13. Enter the reason you did not book a car with your flight, and then click **Next**.



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.



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

<< Previous

Finish

Click 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.

