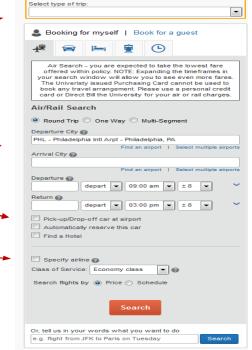*Purpose: The purpose of this document is to provide information on how to search for and then book your airfare through Concur.*

1. Log in to the Concur Expense Management System via Single Sign On from TUportal.
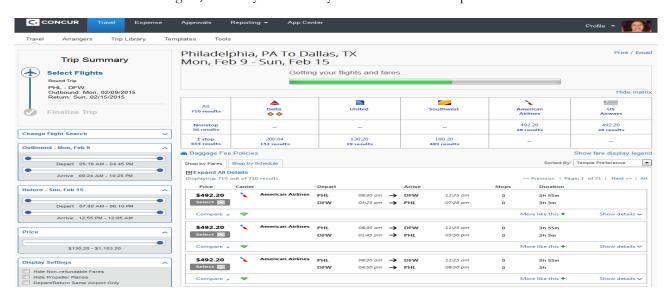
2. Select the Travel tab

3. In the Search window, first select the type of trip:

    a. University if you are charging to a University FOAPAL

    b. U-Personal if you are booking your personal travel

4. Enter your Departure City, Arrival City, Departure & Arrival Dates & Times

5. Place a check in the boxes if you want to also Rent a Car and a Hotel within this reservation – if not, leave them blank.

6. Specify airline if you would like, or leave the box unchecked to search all available airlines.
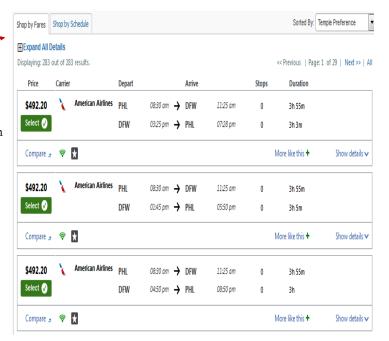
7. A list of all available fares for the dates and times that you entered will be returned.   In the matrix, you can view the various airlines, number of stops and prices for the available flights. In the results window below, you will see the list of all available flights, sorted by the criteria you select from the drop down box.
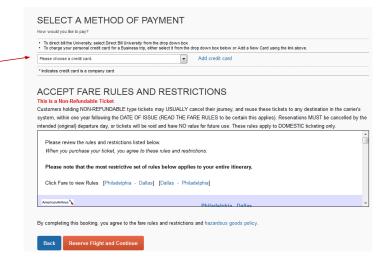
8. Review the fares to determine which flights best meet your needs. Click on the Green Reserve button when you have determined which fare you intend to book.

9. You can also click on the Shop by Schedule tab above the results window to view fares sorted by time and not price.

10. When you shop by schedule:
    a. Find the outbound flight and click on Quote for Price. Next Click on the Return flight and click on Quote for Price.

11. Concur will allow you to request a quote and then book those flights by clicking on the Reserve button.

12. Review the Non-Refundable ticket information window and click OK.

13. Input how you will pay for this ticket
    a. Select Direct Bill University if you would like to charge the airfare directly to your FOAPAL
    b. If you would like to charge the airfare to your personal credit card, add your Credit Card by clicking on the "Add a New Credit Card" link or select it from the drop down box if you have already added it.
    c. Once you have decided on your payment method, Reserve Flight and Con

14. Concur will place a hold on your flights and present you with the itinerary. Review the itinerary for accuracy. In this stage, you can Change a particular leg of the flight, add a Car or Hotel or change your seat by clicking on the link. Once you have reviewed the itinerary, click Next.
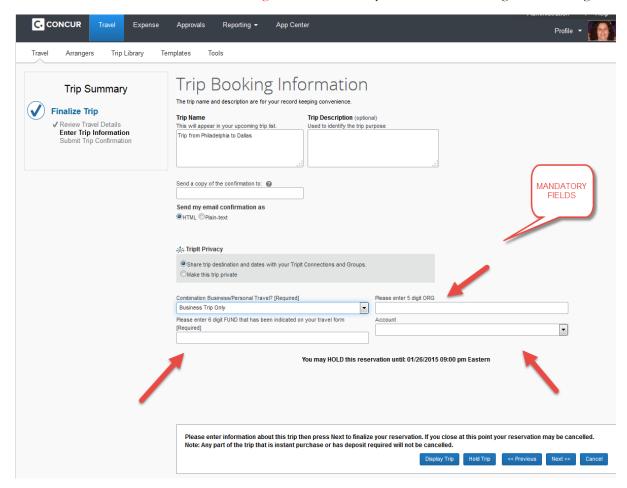

15. On the Trip Booking Information page, fill in the following information:
    a. Trip Name

b. Combination Business & Personal

    i. Indicate whether the trip is Business Only or Business and Personal

    ii. If Business and Personal, indicate the dates you will be travelling for Business

c. FOAPAL information – Fund, Org and Account that you would like to charge this travel against.

16. Review your itinerary one last time for accuracy.
    a. If changes are to be made, click the Previous button
    b. If you are ready to book the trip, Click the Confirm Booking button
17. Once you have completed the above, Click the Next button
18. You will now see your itinerary. At this point, your supervisor has 24 hours to reject or approve the trip. **The trip will automatically book if no action is taken within 24 hours.**

    *****Please note: if you are booking Amtrak or Southwest Airline reservations, these trips will book automatically and bypass the approval window.**

19. You will receive emails from Concur notifying you when the trip has been approved and ticketed.