

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.

Select type of trip: [Dropdown]

Booking for myself | Book for a guest

Air Search - you are expected to take the lowest fare offered within policy. NOTE: Expanding the timeframes in your search window will allow you to see even more fares. The University issued Purchasing Card cannot be used to book any travel arrangement. Please use a personal credit card or Direct Bill the University for your air or rail charges.

Air/Rail Search

Round Trip | One Way | Multi-Segment

Departure City: PHL - Philadelphia Intl Arpt - Philadelphia, PA

Arrival City: [Field]

Departure: [Field] depart [Dropdown] 09:00 am [Dropdown] ± 8 [Dropdown]

Return: [Field] depart [Dropdown] 03:00 pm [Dropdown] ± 8 [Dropdown]

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

Specify airline

Class of Service: Economy class [Dropdown]

Search flights by: Price | Schedule

Search

Or, tell us in your words what you want to do
 e.g. flight from JFK to Paris on Tuesday **Search**

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.

CONCUR Travel Expense Approvals Reporting App Center Profile

Travel Arrangers Trip Library Templates Tools

Trip Summary
 Select Flights
 Round Trip
 PHL - DFW
 Outbound: Mon, 02/09/2015
 Return: Sun, 02/15/2015
 Finalize Trip

Philadelphia, PA To Dallas, TX
 Mon, Feb 9 - Sun, Feb 15
 Getting your flights and fares...

All 710 results	Delta	United	Southwest	American Airlines	US Airways
Nonstop 56 results	--	--	--	492.20 28 results	492.20 28 results
1 stop 654 results	200.04 152 results	130.20 19 results	180.20 483 results	--	--

Baggage Fee Policies

Shop by Fares | Shop by Schedule

Expanded All Details

Displaying: 710 out of 710 results. Sorted by: Temple Preference

Price	Carrier	Depart	Arrive	Stops	Duration
\$492.20	American Airlines	PHL 08:30 am	DFW 11:25 am	0	3h 55m
		DFW 03:25 pm	PHL 07:28 pm	0	3h 3m
\$492.20	American Airlines	PHL 08:30 am	DFW 11:25 am	0	3h 55m
		DFW 01:45 pm	PHL 03:30 pm	0	3h 5m
\$492.20	American Airlines	PHL 08:30 am	DFW 11:25 am	0	3h 55m
		DFW 04:50 pm	PHL 08:50 pm	0	3h

Display Settings: Hide Non-refundable Fares, Hide Propeller Planes, Depart/Return Same Airport Only

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.

Shop by Fares | **Shop by Schedule** | Sorted By: Temple Preference

Expand All Details

Displaying: 283 out of 283 results. << Previous | Page: 1 of 29 | Next >> | All

Price	Carrier	Depart	Arrive	Stops	Duration
\$492.20 Select	American Airlines	PHL 08:30 am → DFW 11:25 am	0	3h 55m	
		DFW 03:25 pm → PHL 07:28 pm	0	3h 3m	
\$492.20 Select	American Airlines	PHL 08:30 am → DFW 11:25 am	0	3h 55m	
		DFW 01:45 pm → PHL 05:50 pm	0	3h 5m	
\$492.20 Select	American Airlines	PHL 08:30 am → DFW 11:25 am	0	3h 55m	
		DFW 04:50 pm → PHL 08:50 pm	0	3h	

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

SELECT A METHOD OF PAYMENT

How would you like to pay?

- To direct bill the University, select Direct Bill University from the drop down box.
- To charge your personal credit card for a Business trip, either select it from the drop down box below or Add a New Card using the link above.

Please choose a credit card: [Dropdown] Add credit card

* Indicates credit card is a company card

ACCEPT FARE RULES AND RESTRICTIONS

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.

Please review the rules and restrictions listed below.
When you purchase your ticket, you agree to these rules and restrictions.

Please note that the most restrictive set of rules below applies to your entire itinerary.

Click Fare to view Rules [Philadelphia - Dallas] [Dallas - Philadelphia]

American Airlines Philadelphia - Dallas

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

Back Reserve Flight and Continue

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.

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Next >> Cancel

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.