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

1. From the **SAP Concur** home page, select the **Flight** tab.

2. Enter your search criteria, such as type of flight, departure city and date, return city and date.

3. You can search for a flight by entering the airport code or name, city, or location.
The **Time Preferences** option allows you to select the date and time range of the arrival or departure of your flight search type.

4. After you complete your search details, select **Search Flights**.

You will see a list of available flights and fares for your search.

5. To filter the results, select the **All-Filters** option or you can select the **In-policy Fares** checkbox to view flights that are within your policy. You can also change your Sort.

Every flight option includes the following information on the results page:

- Flight Arrival & Departure
- Duration
- Aircraft Name
- Preview Seat map
- Emission (CO2e)
- Fare Details
- Multiple Fares

A warning icon indicates a violation of a rule.
6. When searching for round trip flights, round trip fares are displayed inclusive of taxes and fees. Choose Select Fare to select your desired flights for each leg.

7. In the Review and Book section, review your flight itinerary.

You can also select your seats and view your flights and fare details.
You can scroll down to review the Traveler Information, Baggage Allowance details, and add any needed Additional Information.

8. Choose the form of payment, accept the rules, restrictions, and policies, and then select Book and Continue to finalize your trip or select Change selections to go back to the previous page.
On the **Finalize** page, you will see your complete travel itinerary.

From this page, you can edit the Trip Name and Description, view the complete travel itinerary, ticketing time limit for the selected fare, assigned seats, locate the Confirmation Number (PNR), and also choose to add a car, or hotel to your itinerary.

View details option in the itinerary will provide the Flight and Fare Details, and More Actions will give the option to cancel reservation.
Select Confirm to finish the booking process in Concur so it can be sent to our travel agency CTP for ticketing, or select cancel trip to cancel the current reservation.

From the trip confirmed page, you can go back to the home page or select view trip overview. Note: CTP will email a finalized itinerary to the traveler and update Concur upon ticketing.

Select View trip overview option to Cancel Trip, Edit Details (trip name and description), view itinerary, record locator, flight details, travel agency contact details and to add hotel or car.

Select Back to Homepage.
You can view the reservation under My Trips in the SAP Concur home page, under upcoming trips in the travel tab, and in the Trip Library.
Trip Library

<table>
<thead>
<tr>
<th>Trip Name/Description</th>
<th>Status</th>
<th>Date Booked</th>
<th>Start Date</th>
<th>End Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip - San Francisco</td>
<td>Confirmed</td>
<td>08.11.2023</td>
<td>20.02.204</td>
<td>25.02.204</td>
<td>Casual Trip</td>
</tr>
</tbody>
</table>

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