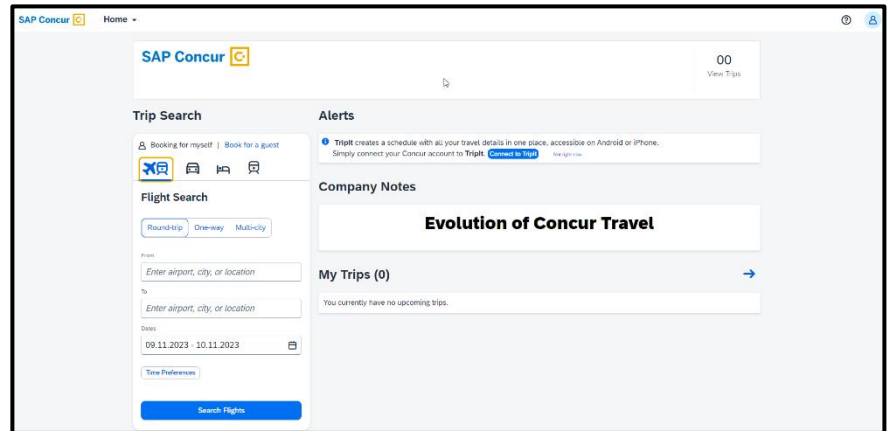


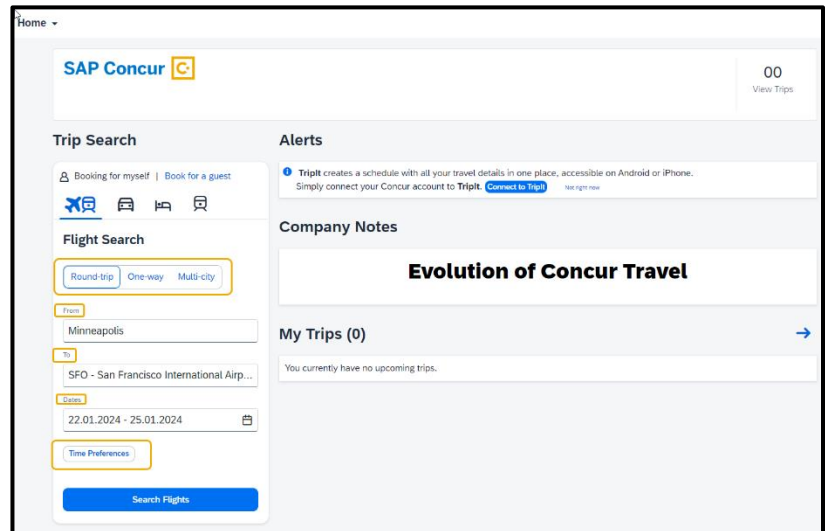
Booking a Flight

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

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



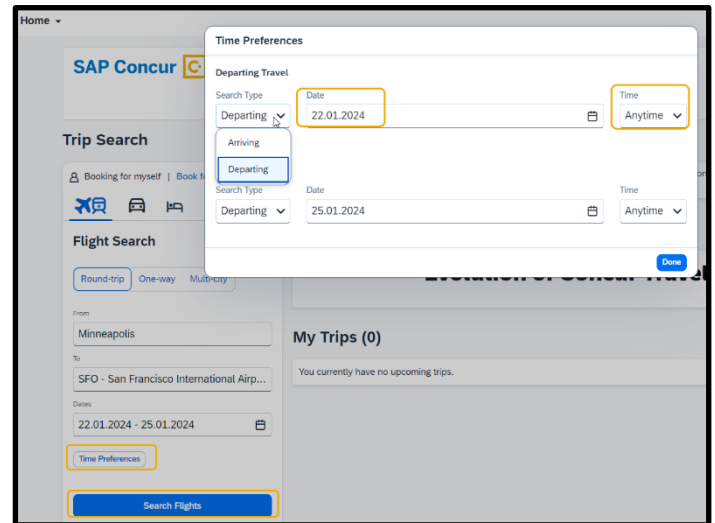
2. Enter your search criteria, such as type of flight, departure city and date, return city and date
3. You can search for a flight by entering the airport code or name, city, or location.



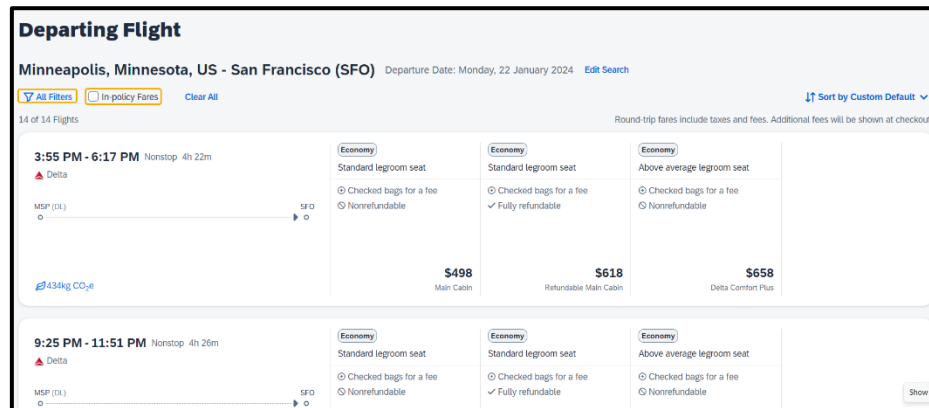
The **Time Preferences** option allows you to select the date and time range of the arrival or departure of your flight search type.

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

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



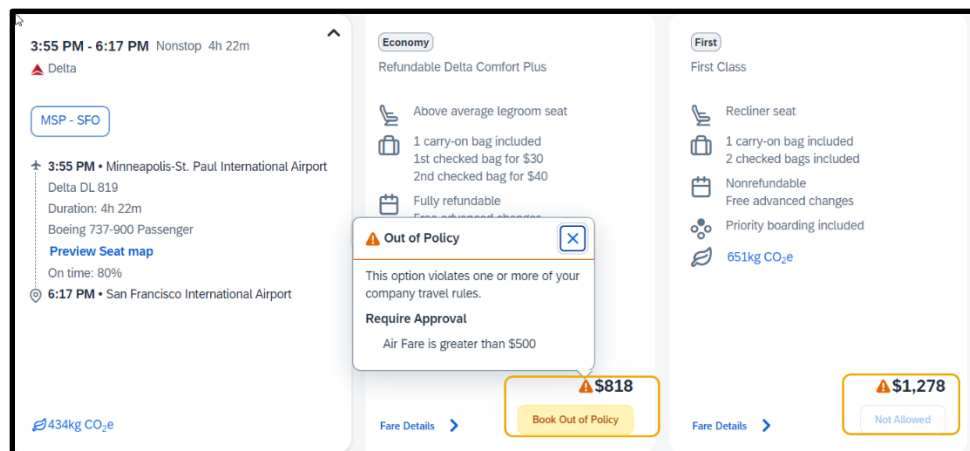
5. To filter the results, select the **All-Filters** option or you can select the **In-policy Fares** checkbox to view flights that are within your policy. You can also change your Sort.



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.

Minneapolis, Minnesota, US - San Francisco (SFO)

Departure Date: Monday

All Filters In-policy Fares Clear All

14 of 14 Flights

3:55 PM - 6:17 PM Nonstop 4h 22m

Delta

MSP - SFO

3:55 PM • Minneapolis-St. Paul International Airport

Delta DL 819

Duration: 4h 22m

Boeing 737-900 Passenger

Preview Seat map

On time: 80%

6:17 PM • San Francisco International Airport

Economy

Main Cabin

Standard legroom seat

1 carry-on bag included

1st checked bag for \$30

2nd checked bag for \$40

Nonrefundable

Free advanced changes

434kg CO₂e

\$498

Select Fare

San Francisco (SFO) - Minneapolis, Minnesota, US

Departure Date: Thursday

All Filters In-policy Fares Clear All

50 of 50 Flights

12:30 AM - 6:06 AM Nonstop 3h 36m

Delta

SFO - MSP

12:30 AM • San Francisco International Airport

Delta DL 813

Duration: 3h 36m

Boeing 737-900 Passenger

Preview Seat map

On time: 90%

6:06 AM • Minneapolis-St. Paul International Airport

Economy

Main Cabin

Standard legroom seat

1 carry-on bag included

1st checked bag for \$30

2nd checked bag for \$40

Nonrefundable

Free advanced changes

413kg CO₂e

+\$0

Select Fare

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

Review and Book

Flight Itinerary

Round-trip

Monday, 22 January 2024

Minneapolis, MN (MSP) - San Francisco, CA (SFO)

3:55 PM - 6:17 PM Nonstop Duration: 4h 22m

Delta DL 819

Select Seats

Economy

Thursday, 25 January 2024

San Francisco, CA (SFO) - Minneapolis, MN (MSP)

12:30 AM - 6:06 AM Nonstop Duration: 3h 36m

Delta DL 813

Select Seats

Economy

View Flights and Fare Details

Total

\$497.79

Base Fare \$435.34

Taxes, fees & charges \$62.45

Payment

Form of Payment *

Select a payment

Add Payment Method

I have read and accept the rules & restrictions and policies. *

You can also select your seats and view your flights and fare details.

Flight and Fare Details

MSP - SFO SFO - MSP

Minneapolis-St. Paul International Airport (MSP) - San Francisco International Airport (SFO)

Monday, 22.01.2024 3:55 PM - 6:17 PM Duration: 4h 22m 434kg CO₂e

Delta DL 819 Boeing 737-900 Passenger

Cabin: Economy

Onboard Experience

Standard legroom (79 cm/31 in)

Streaming Capable Wi-Fi

Power & USB outlets

Seatback on-demand & live TV

Light meal (fee)

Alcohol (fee) & beverages provided

Product Experience

Seat selection included

1 carry-on bag included up to 115 cm / 45 in

1st checked bag for \$30 up to 23 kg / 50 lbs and 158 cm / 62 in

2nd checked bag for \$40 up to 23 kg / 50 lbs and 158 cm / 62 in

Nonrefundable

Free advanced changes

Select Seats

Economy

View Flights and Fare Details

Select a payment

I have read and accept the rules & restrictions and policies. *

You can scroll down to review the **Traveler Information**, **Baggage Allowance** details, and add any needed **Additional Information**.

Traveler Information

Your SAP Concur profile was used to complete your traveler information. Please ensure this information matches what is on your government issued ID.

Name on Reservation

William Never

Phone

1234568466

Email

adrian.mormoloc@sap.com

Frequent Traveler Account

None

Add Frequent Traveler Account

Edit Information

Thursday, 25 January 2024

San Francisco, CA (SFO) - Minneapolis, MN (MSP)

Form of Payment *

Training Card ****1111 - 11/2031

Baggage Allowance

Review the baggage conditions and rules.

Minneapolis, MN (MSP) - San Francisco, CA (SFO)

Economy

✓ 1 carry-on bag included up to 115 cm / 45 in

⊕ 1st checked bag for \$30 up to 23 kg / 50 lbs and 158 cm / 62 in

⊕ 2nd checked bag for \$40 up to 23 kg / 50 lbs and 158 cm / 62 in

San Francisco, CA (SFO) - Minneapolis, MN (MSP)

Economy

✓ 1 carry-on bag included up to 115 cm / 45 in

⊕ 1st checked bag for \$30 up to 23 kg / 50 lbs and 158 cm / 62 in

⊕ 2nd checked bag for \$40 up to 23 kg / 50 lbs and 158 cm / 62 in

Baggage charges may vary by traveler, depending on status or membership. Charges presented are for informational purposes only and are collected when bags are checked.

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.

Total

\$497.79

Base Fare

\$435.34

Taxes, fees & charges

\$62.45

Payment

Form of Payment *

Select a payment

Add Payment Method









☐ I have read and accept the rules & restrictions and policies. *

Flight Fare Rules and Restrictions

Hazardous Materials Restrictions

4

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.

<div> <div>  Minneapolis, MN (MSP) - San Francisco, CA (SFO) </div> <div> Monday, 22 January 2024 </div> <div> Confirmation Number: </div> </div>	<div>Confirmed </div> <div> <div>3:55 PM - 6:17 PM Nonstop Duration: 4h 22m</div> <div>  Delta DL 819 </div> <div>Ticket number:</div> <div> Flight Fare Rules and Restrictions </div> </div> <div> <div>Selected Seats: 26C</div> <div>Economy</div> </div> <div> View Details More Actions  </div>
<div> <div>  San Francisco, CA (SFO) - Minneapolis, MN (MSP) </div> <div> Thursday, 25 January 2024 </div> <div> Confirmation Number: </div> </div>	<div>Confirmed </div> <div> <div>12:30 AM - 6:06 AM Nonstop Duration: 3h 36m</div> <div>  Delta DL 813 </div> <div>Ticket number:</div> <div> Flight Fare Rules and Restrictions </div> </div> <div> <div>Selected Seats: 24D</div> <div>Economy</div> </div> <div> View Details More Actions  </div>

View details option in the itinerary will provide the Flight and Fare Details, and More Actions will give the option to cancel reservation.

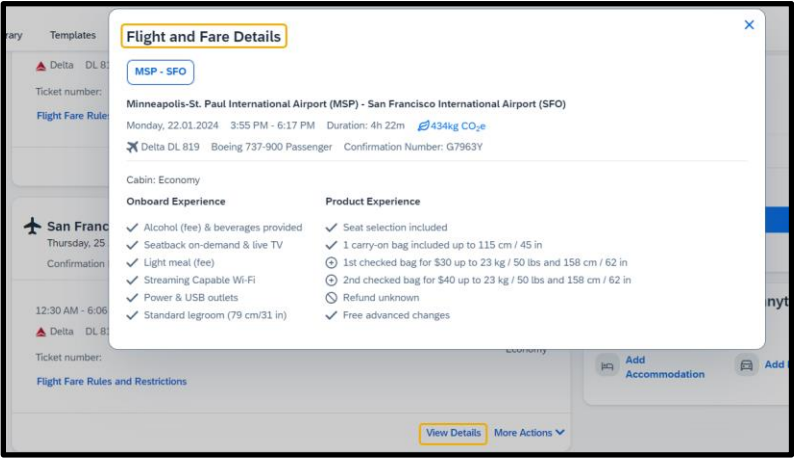
The image displays two screenshots of a flight booking confirmation page, likely from a travel agency or airline website.

Top Screenshot:

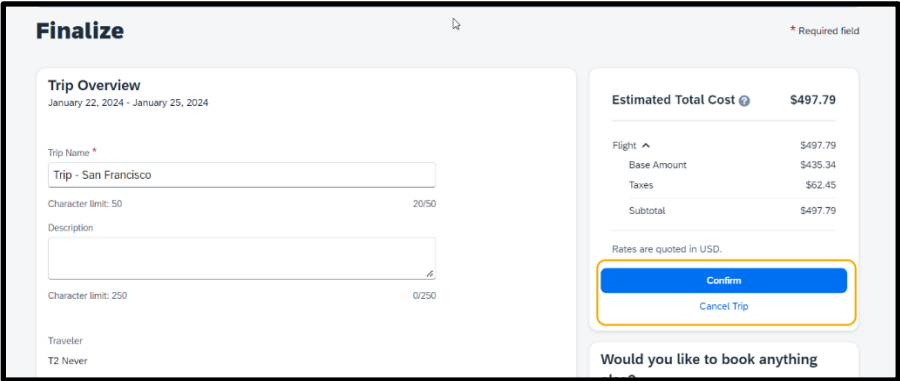
- Header:** A blue banner at the top contains a warning icon and the text "Airfare must be ticketed by: 10.11.2023 6:00 AM CET."
- Title:** The word "Finalize" is prominently displayed in a large, bold, black font.
- Trip Overview:** This section includes:
 - Trip Name:** A text input field containing "Trip - San Francisco". Below it, a character limit of 50/250 is shown.
 - Description:** An empty text area with a character limit of 250/250.
 - Traveler:** Labeled as "T2 Never".

Bottom Screenshot:

- Header:** Similar to the top screenshot, with the same airfare deadline warning.
- Title:** The word "Finalize" is present in a smaller font.
- Trip Overview:** Identical to the top screenshot, showing the trip name, description, and traveler information.
- Estimated Total Cost:** A box on the right lists the costs:
 - Flight: \$497.79
 - Base Amount: \$435.34
 - Taxes: \$62.45
 - Subtotal: \$497.79Rates are quoted in USD. Buttons for "Confirm" and "Cancel Trip" are provided.
- Would you like to book anything else?:** Two options are listed with icons:
 - Add Accommodation
 - Add Rental Car
- Confirmed:** A blue button labeled "Confirmed" is visible.
- Flight Details:** A section below the overview shows the route "Minneapolis, MN (MSP) - San Francisco, CA (SFO)" for Monday, 22 January 2024. It includes flight details: 3:55 PM - 6:17 PM, Nonstop, Duration: 4h 22m, Delta DL 819. Ticket number and fare rules are also listed.
- San Francisco, CA (SFO) - Minneapolis, MN (MSP):** Another flight segment is shown for Thursday, 25 January 2024, with details: 12:30 AM - 6:06 AM, Nonstop, Duration: 3h 36m, Delta DL 813.



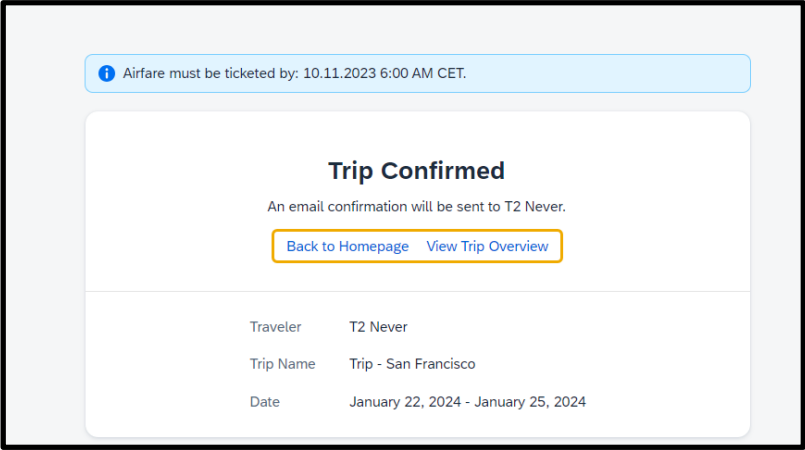
Select Confirm to finish the booking process in Concur so it can be sent to our travel agency CTP for ticketing, or select cancel trip to cancel the current reservation.



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 Overview

Back to Homepage

Cancel Trip

Edit Details

Trip Status

Record Locator

Trip Name

Date

Complete

Trip - San Francisco

January 22, 2024 - January 25, 2024

Itinerary

Details

✈️

Minneapolis, MN (MSP) - San Francisco, CA (SFO)

Monday, 22 January 2024

Confirmation Number:

✈️

San Francisco, CA (SFO) - Minneapolis, MN (MSP)

Thursday, 25 January 2024

Confirmation Number:

Estimated Total Cost

\$497.79

Flight

\$497.79

Rates are quoted in USD.

Support Contact

T2 Sabre Agency

Agenc T2 Sabre Agency is your organization's travel management company.

This is where a TMC message can be displayed.

Phone Number:

This is the after hours message

After Hours Phone Number:

Would you like to book anything else?

Add Accommodation

Add Rental Car

SAP Concur

Home

SAP Concur

Trip Search

Booking for myself | Book for a guest

✈️

🚗

🏠

👤

Flight Search

Round-trip

One-way

Multi-city

From

Enter airport, city, or location

To

Enter airport, city, or location

Dates

09.11.2023 - 10.11.2023

Time Preferences

Alerts

TripIt

creates a schedule with all your travel details in one place, accessible on Android or iPhone.

Simply connect your Concur account to TripIt.

Connect to TripIt

Company Notes

Evolution of Co

My Trips (1)

JAN 22 - 25

Trip - San Francisco

More

✈️

SAP Concur

Travel

Travel

Arrangers

Trip Library

Tools

Concur XA

Trip Search

Booking for myself | Book for a guest

✈️

🚗

🏠

👤

Flight Search

Alerts

TripIt

creates a schedule with all your travel details in one place, accessible on Android or iPhone.

Simply connect your Concur account to TripIt.


Connect to TripIt


Company Notes

Upcoming Trips

Trips Awaiting Approval

Trip Name/Description	Status	Start Date	End Date	Action
Trip - San Francisco	Confirmed	22.01.2024	25.01.2024	Cancel Trip

SAP Concur 

Travel 

Travel

Arrangers

Trip Library

Tools

Concur XA

Trip Library

Search Trip Names

Dates To Use:

☒ Booking Dates

☐ Travel Dates

Date Range

08.05.2023

08.11.2023

☐ Include withdrawn trips

Search

Trip Name/Description	Status	Date Booked	Start Date	End Date	Action
Trip - San Francisco	Confirmed	08.11.2023	22.01.2024	25.01.2024	Cancel Trip

Last updated: March 18, 2024