

Booking a Flight (Mobile Android)

You can use the SAP Concur mobile application to make travel reservations. In this example, you will see how to book a flight.

1. To book travel segments, on the SAP Concur home page, press the **Travel** icon.



2. Next, press the **plus (+)** icon.



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3. To start searching for a flight, press **Flight**.





You can book one way or round trip reservations. In this example, we'll select a round trip flight.

- 4. Enter your **Departure** and **Arrival** cities.
- 5. Enter your **Departure** and **Return** dates and times.
- 6. Scroll down to verify or change the Class of Service and Refundable Only Fares options, and then press Search.

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← Book Flight	
ONE WAY	
Departure City San Francisco Air	▼
Arrival City Minneapolis/St Paul Intl Air	
Departure Date Sun, Jan 21, 2024	
Departure Time 09:00	•
Return Date Tue, Jan 30, 2024	
Return Time 16:00	•
Class of Service Economy	•
Refundable Only I	Fares
SEA	RCH

The fight search results appear. You can scroll down, to see other flight options or press **See All**.

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Results Summary		
SFO to MSP Jan 21, 2024 - Jan 30, 2024		
See All (629 results)		
Non-Stop		
Delta 18 results	Starting US\$ 317.80	
United 2 results	Starting US\$ 529.79	
* Multiple 8 results	Starting US\$ 787.80	
See All Non-Stop (28 results)		
1 Stop		
Alaska Airlines 2 results	Starting US\$ 336.39	
Delta 23 results	Starting US\$ 421.11	
	•	

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7. Select the best flight option for your trip from the results.



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- 8. Press Reserve.
- 9. Press **OK** to confirm that you want to reserve this flight.





10. After completing the reservation, to add a hotel or rental car, select the trip from the home page and press the plus (+) icon.



See the **Booking a Hotel** and **Booking a Rental Car** tip sheets for more information.

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