



Last Updated 12/18/2024

User Guide - Booking Airfare

This guide is intended to walk an employee through the basics of how to book airfare.

Booking Airfare

- 1. Sign into SAP Concur to access your home page. [Reference: SAP Concur User Guide Signing In]
- 2. In the Trip Search section, select the Flight tab.

Start a Report	Required Approvals 0	View Trips 4	Available Expenses	0 Expense Reports 6
panyyivania 天田 田 田	Company Notes	overview of the redesigned ho • EFFECTIVE Oct 27th - A New	ur will begin switching Travelers to a new red me page can be found here: Redesigned Home s SAP Concur Travel Booking Experience will	Page
Flight Search Round-trip One-way Multi-city			ie: berience with an intuitive workflow that accurately unaarled to make the most informed choice	v reflects costs and provides the Read More
From * MDT - Harrisburg International Airport	Trips (4)			
To* Enter airport, city, or location Dates * 12/16/2024 - 12/17/2024		200	1	
Time Preferences Cabin Economy	Trip - Erie January 7, 2025 - January 8, 2025 Confirmed	Trip - Seattle March 16, 2025 - March 21, 2025 Ticketed	Trip - Seattle March 16, 2025 - March 21, 2025 Confirmed	
Include Accommodistion Search Flights	Available Expenses	T	+ See All Approvals	

3. Select either Round-Trip, One-Way, or Multi-City option on the Flight tab.

		田
Flight Searc	h	
Round-trip	One-way	Multi-city
From *		
MDT - Harrisb	ourg Internatio	onal Airport
То *		
Enter airport,	city, or locati	on

- 4. In the **From*** field, enter your departure city and the **To*** field enter your destination city.
- 5. Enter your departure and return date.



Click on **Time Preferences** and enter desired times, results will show flights within a 2-hour window.

Click on Search Flights.

PA	Company Notes	Time Preferences			
pennsylvania		Departing Travel			
		Search Type Da	ate	Time	Range
		Departing 🗸 0	04/01/2025	8:00 AM	✓ ± 2hrs ✓
Flight Search					ly
Round-trip One-way Multi-city		Returning Travel			
			ate	Time	Range
From *		Departing V	04/04/2025	8:00 AM	✓ ± 2hrs ✓
MDT - Harrisburg International Airport	Trips (4)				
To *					Done
DEN - Denver International Airport			~		
Dates *					
04/01/2025 - 04/04/2025					
8:00 AM Departure, 8:00 AM Departure	Trip - Erie	Trip - Seattle		Trip - Seattle	
Time Preferences	January 7, 2025 - January 8, 2025	March 16, 2025 - M	Narch 21, 2025	March 16, 2025 - M	larch 21, 2025
Cabin	Confirmed	Ticketed		Confirmed	
Economy 🗸	jug.	+		ieq.	
Search Flights	Available Expenses		nse Reports (7)	+ See All	Approvals

6. On the Departing Flight screen, available flight options will display.

Departing Flight Skip Search Harrisburg (MDT) - Denver (DEN) Departure Date: Two	esday, April 1 2025 Edit Search
The address (III Matrix) (Number of Stops) (Carriers) (D	eparting 8:00 AM 🗸 Policy 🗸 Clear All
3 of 43 Flights	
🔪 American Airlines	Main Cabin
6:44 AM - 11:26 AM MDT - DEN - 1 Stop DFW - 6h 42m	Round-trip
Ø608kg CO₂e	☆ \$526
American Airlines	Main Cabin
6:44 AM - 1:35 PM MDT - DEN - 1 Stop DFW - 8h 51m	Round-trip
Ø603kg CO₂e	☆ \$526
American Airlines	Main Cabin
8:56 AM - 5:43 PM MDT - DEN = 2 Stops = 10h 47m	
Ø653kg CO₂e	Round-trip \$531
American Airlines	Main Cabin
8:56 AM - 3:46 PM MDT - DEN = 2 Stops = 8h 50m	
€ 656kg CO>e	Round-trip \$531

7. To view flight details, click on the price box.

American Airlines	(Economy) Main Cabin	(Economy) Main Cabin Flexible	(First) First	(First) First Flexible
MDT - DFW DFW - DEN 6:44 AM - Harrisburg International Airport American Airlines AA 977 Duration: 3h 41m Airbus A200 Preview Seat map On time: 90% 9:925 SAM - Dallas/Fort Worth International Airport Layover: 40m	 Standard legroom seat 1 carry-on bag included Ist checked bag for \$40 Ord checked bag for \$45 Norretundable Free advanced changes Same day changes for a fee 608kg CO2e 	 Standard legroom seat 1 carry-on bag included 1st checked bag for \$40 2nd checked bag for \$45 Hully refundable Free advanced changes Same day changes for a fee 608kg CO2e 	Recliner seat ▲ 1 carry-on bag included 2 checked bags included ➡ Noreindable Free advanced changes Free same day changes ➡ Priority boarding included ✔ 913kg CO ₂ e	 Rectiner seat 1 carry-on bag included 2 checked bags included Checked bags included Free advanced changes Free same day changes Phiority boarding included 913kg CO₂e
	Round-trip ☆ \$526	Round-trip 3 \$616	Round-trip	Round-trip 3 \$1,466
Ø608kg CO2e	Fare Details > Select Fare	Fare Details > Not Allowed	Fare Details > Not Allowed	Fare Details > Not Allowed

Flight details will appear. This example shows a 40-minute layover time, if this flight is not desired due to the short layover time, simply click on another price box to review other flights.

The next flight selected is more desirable due to a longer connecting time. To book this departure flight, click on Select Fare.

American Airlines American Airlines American Airlines American Airlines American Airlines American Airlines	(Economy) Main Cabin	(Economy) Main Cabin Flexible	(First) First	(First) First Flexible
MDT - DFW DFW - DEN 6:44 AM - Harrisburg International Airport American Airlines AA 977 Duration: 3h 41m Airbus A200 Preview Seat map On time: 90% © 9:25 AM - Dallas/Fort Worth International Airport Layover: 2h S4m	Standard legroom seat Standard legroom seat Control and the seat of the seat	 Standard legroom seat 1 carry-on bag included 1st checked bag for 540 2nd checked bag for 545 Fully refundable Free advanced changes Same day changes for a fee 603kg COye 	 Recliner seat 1 carry-on bag included 2 checked bags included More advanced changes Free advanced changes Priority boarding included 904kg CO₂e 	 Recliner seat 1 carry-on bag included 2 checked bags included Her Full verhindable Free advanced changes Free same day changes Piriority boarding included 904kg CO2e
₽ 603kg CO2e	Round-trip S526 Fare Details	Round-trip \$616 Fare Details Not Allowed	Round-trip S \$1,061 Fare Details	Round-trip S \$1,711 Fare Details Not Allowed

8. After selecting departure flight, the return flights will appear. Click on desired flight and hit **Select Fare**. You can also preview the Seat map from the booking screen and will be able to confirm seats on the check-out page.

Note: Depending on the airline provider, you can select any free seat for the flight. Commonwealth policy does not permit specific seats to be purchased. If a free seat is not available, a seat will be assigned by the airline on the day of the flight. If you want to purchase an upgraded seat at your expense, after confirming the reservation, go directly to the airline website and purchase the seat.

American Airlines 7:22 AM - 4:29 PM 1 Stop PHL - 7h 7m	(Economy) Main Cabin	(Economy) Main Cabin Flexible	(First) First *Mixed cabins: amenities may vary by flight
DEN - PHL PHL - MDT 7222 AM - Denver International Airpott American Artines AA 516 Duration: 3h 33m Boieng 737-800 Passenger Preview Seat map On time: 90% 92:55 PM - Philadelphia International Airport Layover: 2h 35m	Standard legroom seat Standard legroom seat Composition Composition	 Standard legroom seat 1 carry-on bag included 1ar checked bag for \$40 2nd checked bag for \$45 Refundable for a fee of \$222 Free advanced changes Same day changes for a fee \$05kg CO₂e 	Recliner seat
ළ්505kg COje	Round-trip S526 Fare Details	Round-trip S571 Fare Details Not Allowed	Round-trip S881 Fare Details Not Allowed

- 9. After the flight is selected, the review screen will appear. On this page you may:
 - a) Review your flight details.
 - b) Select your seat assignment.
 - c) Review the price summary.
 - d) If ready to confirm, click the condition box.
 - e) Click on **Book and Continue**.

Flight Itinerary			Estimated Total Cost \$525.96
Tuesday, April 1 2025 a Harrisburg, PA (MDT) - Denver, CO (DEN)	b)	Select Seats	Base Fore C 5443.50 Taxés, fees & charges V 582.46
6:44 AM - 1:35 PM 1 Stop Duration: Bh 51m American Airlines AA 977, AA 420		Main Cabin Cabin: Economy	Payment
Friday, April 4 2025 Denver, CO (DEN) - Harrisburg, PA (MDT)		Select Seats	The form of payment listed below is required by your company, and will be used for this booking. You do not need to select a form of payment.
7:22 AM - 4:29 PM 1 Step Duration: 7h 7m American Airlines AA S16, AA 5985 Operated by multiple carriers		Main Cabin Cabin: Economy	Form of Payment Executive Offices +++ 1208
	View Fights :	nd Fare Details	d) I have read and accept the rules and restrictions and policies. I authorize SAP Concur to share * my Travelar information and polereneous with the travel provider.
Traveler Information Traveler Information is based on your SAP Concur profile. Your information and any in			Flight Fare Rules and Restrictions
booking process. Please ensure your name below matches what is on your government	It issued ID.	complete the	Hazardous Materials Restrictions
Name on Reservation Phone *	Email	e)	Book and Continue
Frequent Traveler Account None			Change Selections
Advance Details @			
Data di Birth -	Gender * Female (F)	~	
DHS Radress 🕢	Known Traveller Number 😡		
Save to Profile			
	Add Frequent Traveler Account E	dit Information	
Baggage Allowance Review the baggage conditions and rules.			
Harrisburg, PA (MDT) - Denver, CO (DEN)			
Economy ✓ 1 carry on bag included up to 115 cm / 45 in ⓒ 1st checked bag for 540 up to 21 kg / 50 lbs and 158 cm / 63 in ⓒ 2nd checked bag for 545 up to 21 kg / 50 lbs and 158 cm / 62 in			
Denver, CO (DEN) - Harrisburg, PA (MDT)			
 I cany on bag included up to 115 cm / 45 in Int checked bag for \$40 up to 23 kg / 50 lbs and 158 cm / 62 in 2nd checked bag for \$45 up to 23 kg / 50 lbs and 158 cm / 62 in 			

10. On the **Finalize** page, enter additional information about your trip.

- a. **Trip Name** the first segment searched will be pre-populated. The trip name can be changed and will appear on the itinerary that will be sent to you.
- b. **Description** this is an optional field.
- 11. Click the Finalize Trip button to complete the booking.

Airfare must be ticketed by: 12/20/2024 1:00 AM EST.				
Finalize				* Required field
Trip Overview April 1, 2025 - April 4, 2025		Estimated	Total Cost 🕢	\$525.96
Trip Name * Trip - Denver	a)	Flight 🗸 Rates are quo		\$525.96
Character limit: 50 Description	1360 b)	Original c	ost, refund, or penalty data for canceled or changed Finalize Trip	d bookings are not displayed.
Character limit: 250 Traveler	0/250		Cancel Trip Hold Trip hold this reservation until December 18, 2024, 7:00	DUCCT
Traveler's Name			u like to book anything else?	PW ESI.
Harrisburg, PA (MDT) - Denver, CO (DEN) Tuesday, April 1, 2025 Confirmation Number: NCAHMP	Confi	med 🗸 ⊨ Add Ad	ccommodation 🛱 Ad	ld Rental Car
Derver, CO (DEN) - Harrisburg, PA (MDT) Friday, April 4, 2025 Confirmation Number: NCAHMP	Conf	med 🗸		

12. The airfare booking is finished.

Airfare must be ticketed by: 12/20/2024 1:00 AM EST.
Trip Confirmed
An email confirmation will be sent to Traveler's Name
Back to Homepage View Trip Overview
Traveler's Name
Trip Name Trip - Denver
Date April 1, 2025 - April 4, 2025