

How to Book Flights, Hotel, Rental cars and more in Concur Travel Booking Tool

The [Concur Travel tab](#) and Booking Tool is supported by Christopherson Business Travel, Western's preferred travel agency. The Concur Travel tab is similar to booking sites like Expedia and Google Flights.

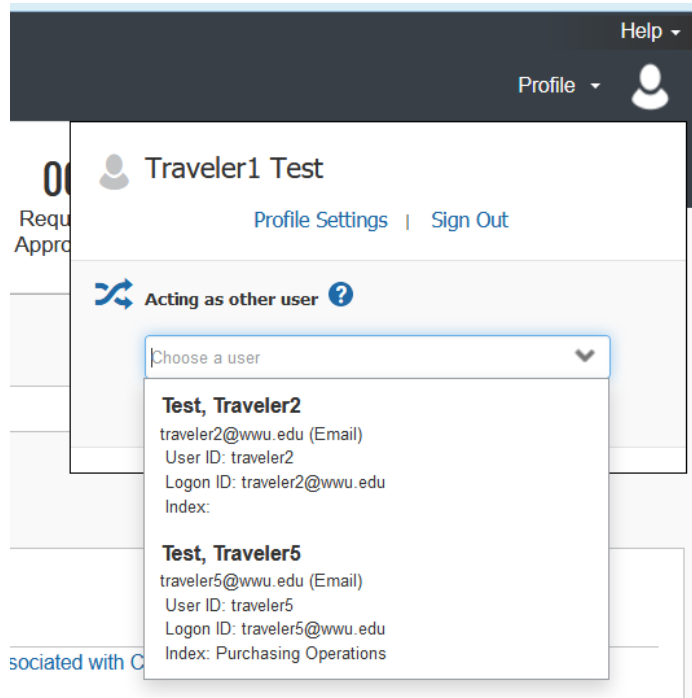
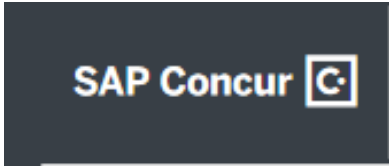
With the Concur Travel tab you can:

- Book your airfare, lodging, and rental car in one transaction
- Get contracted and discounted rates
- Earn miles and rewards
- Track unused airfare credits from canceled trips
- Book on the go with the [Concur Mobile App](#)
- Track your itinerary and link your accounts using [Triplt Pro](#)

Note: For more complex trips such as group trips, international travel, to change/cancel a trip or to use a flight credit, call Christopherson directly: 800-285-3603

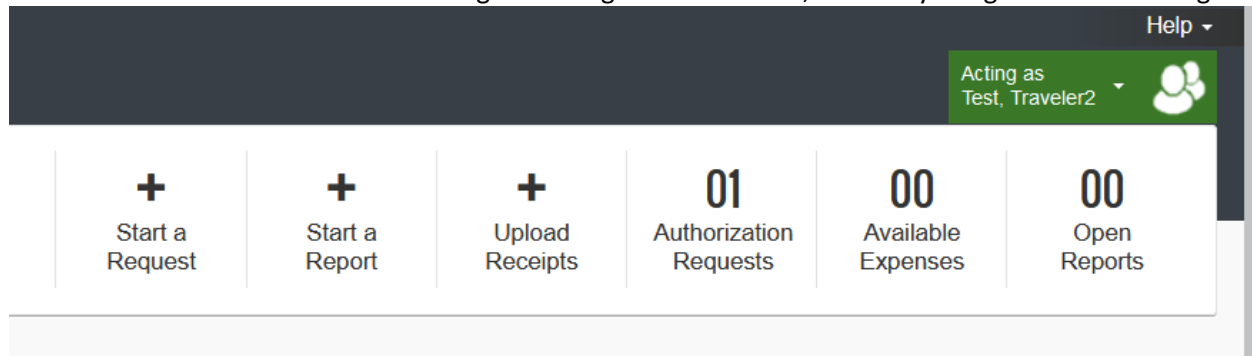
Book travel online only after the Trip Request (TA) has been approved:

1. [Login to Concur](#).
 - **Travelers skip to #2**
 - **Delegates Only:** Click **Profile** on the upper-right of your dashboard and begin typing the traveler's name to search and select from the list field under **Acting as other user:**

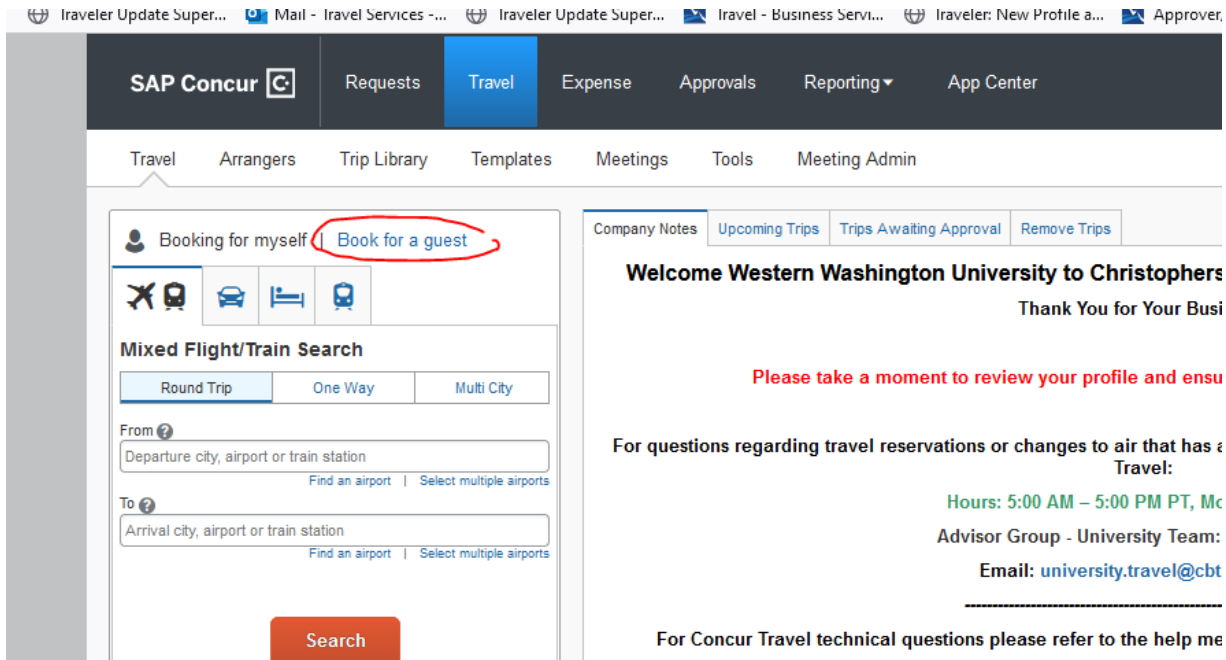
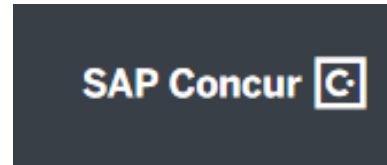


• **If you do not have the Acting as other User option or the traveler’s name does not come up in the search, the traveler must assign you as a delegate in their Profile Settings.** Travel Services can also enable delegate permissions.

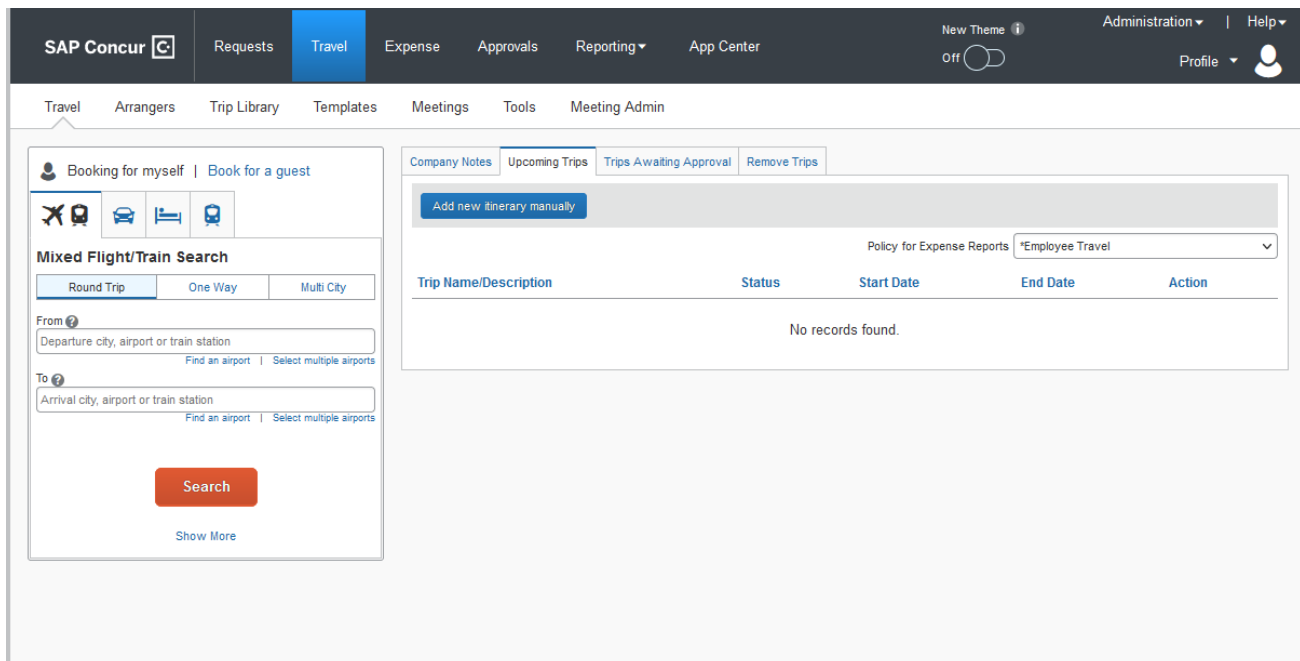
• Click **Start Session**. You are now acting as a delegate for this user, shown by the green label “Acting as . . .”:

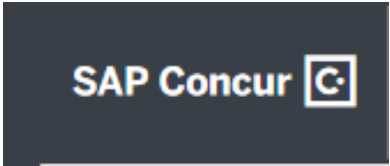


2. Or, if booking on behalf of a guest (non-employee), such as a speaker or an interview candidate, select Book for a Guest. Contact Travel Services if you do not see this option:

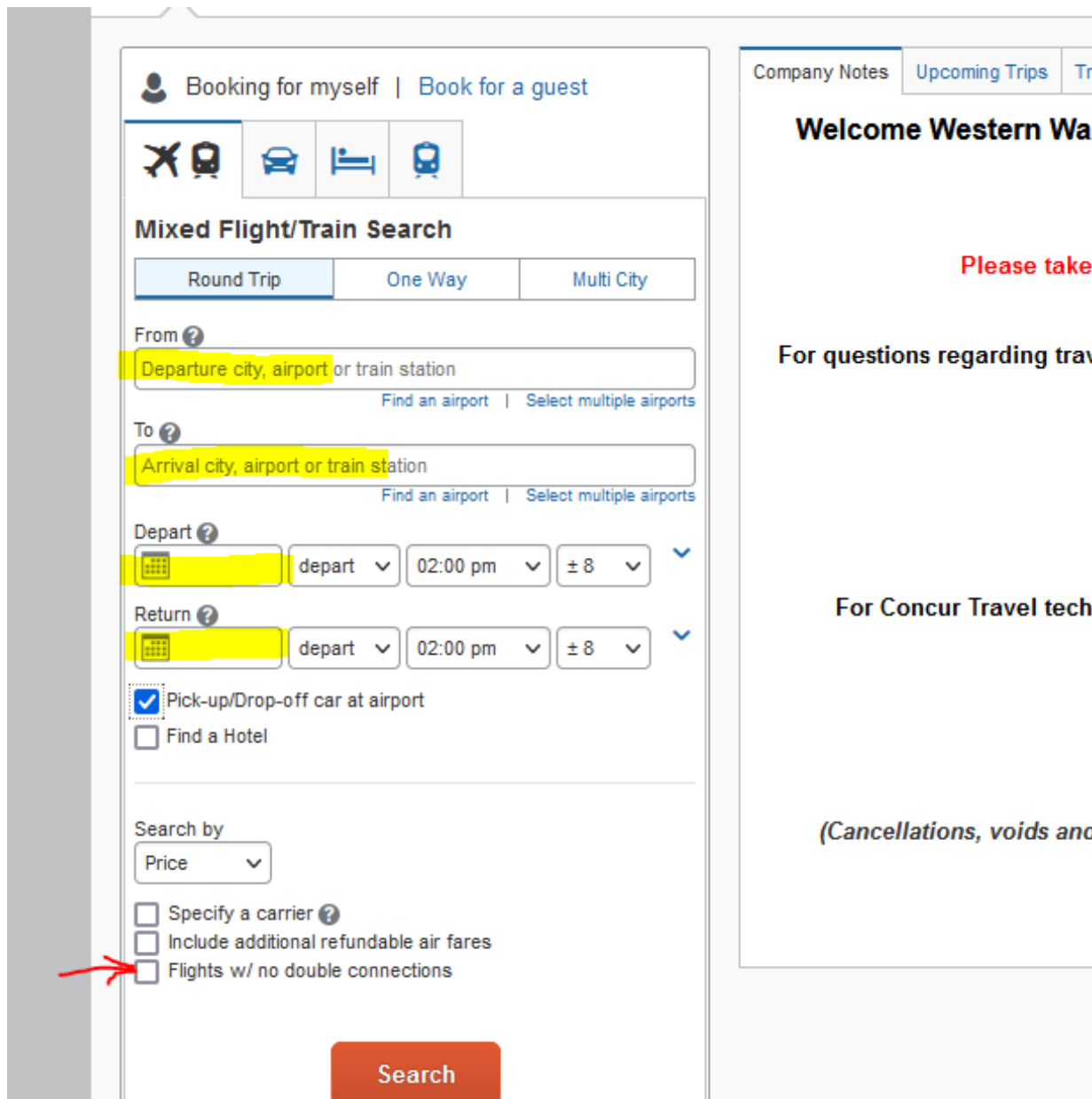


3. **Important: Confirm the employee traveler's Profile Settings are correct and complete before booking.** Navigate to Profile > Profile Settings > Personal Information > **Name and Airport Security: Please make certain that the first, middle, and last names are identical to those on the photo identification that you will be presenting at the airport.** Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.
4. **Click the Travel tab** at the top of the dashboard:





5. Default search is for Flight/Train, round trip. May select One Way or Multi-City if needed.
6. Click in the Departure city field and start typing in location (BLI, SEA, Bellingham, etc). Enter Arrival city, depart/return dates. **NOTE:** Use the **Find an airport** and **Select multiple airports** links as needed.
7. Tick the boxes next to Pick-up/Drop-off car at airport and/or Find a Hotel if needing to book a rental car and/or hotel for the same trip.
8. **Note: If traveling from Bellingham (BLI airport)** be sure to **uncheck the box next to Flights w/no double connections** to return all results (departure from BLI may require two stops/layovers for longer distances):



Booking for myself | [Book for a guest](#)

Flight/Train
 Car
 Hotel
 Train

Mixed Flight/Train Search

Round Trip
 One Way
 Multi City

From [?]
 Departure city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

To [?]
 Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

Depart [?]
 depart ± 8

Return [?]
 depart ± 8

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

Search by
 Price

Specify a carrier [?]
 Include additional refundable air fares
 Flights w/ no double connections

Search

Company Notes | [Upcoming Trips](#) | [Tr](#)

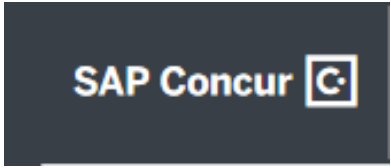
Welcome Western Wa

Please take

For questions regarding trav

For Concur Travel tech

(Cancellations, voids and



- Click the orange Search button to return results. Tabs allow user to view options by Fares or Schedule. Sort by price, duration, stops, emissions, etc.
- Flight schedules, layovers and travel times display. Select flight by clicking blue button on right. There may be multiple fare options (View Fares). Select to advance to booking:

Finalize Trip

Change Search

From: BLI - Bellingham Airport - Bellingham, WA
Find an airport | Select multiple airports

To: ATL - Atlanta Hartsfield-Jackson Intl Airport - Atlanta, GA
Find an airport | Select multiple airports

Depart: 03/01/2022 dep 02:00 pm ± 8

Return: 03/07/2022 dep 02:00 pm ± 8

Search by: Price

Specify a carrier
 Include additional refundable air fares
 Flights w/ no double connections

Search

Depart - Tue, Mar 1

Depart: 06:00 A - 03:12 P

Arrive: 07:06 P - 06:21 A

Return - Mon, Mar 7

Depart: 06:00 A - 06:15 P

Arrive: 02:32 P - 11:59 P

Information may not be complete or in neutral order.

Flight Number Search Sorted By: Price - Low to High

Displaying: 178 out of 178 results. Previous | Page: 1 of 18 | Next | All

Southwest

12:00p BLI → 10:10p ATL 1 stop LAS 7h 10m

06:15a ATL → 03:10p BLI 1 stop LAS 11h 55m

\$335.96

Hide Fares

Preferred Airline for Western Washington University Hide all details ^

DEPART Tue, Mar 1 – Bellingham, WA to Atlanta, GA / 50m layover in Las Vegas, NV Flight details v

RETURN Mon, Mar 7 – Atlanta, GA to Bellingham, WA / 4h 05m layover in Las Vegas, NV Flight details v

Fare Options	Free Checked Bags	Refundable	
Wanna Get Away (U, U, G, G) <small>Rules Benefits/Services</small>	2	No	<input checked="" type="checkbox"/> \$335.96
Anytime (U, U, G, G) <small>Rules Benefits/Services</small>	2	Yes <small>Fees may apply</small>	<input checked="" type="checkbox"/> \$430.96
Business Select (B) <small>Rules Benefits/Services</small>	2	Yes <small>Fees may apply</small>	<input type="checkbox"/> \$510.97

[View more fares](#)

Worldspan

Southwest

12:00p BLI → 10:10p ATL 1 stop LAS 7h 10m

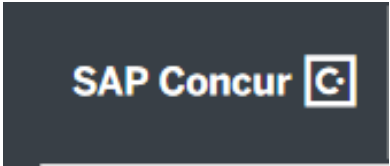
07:25a ATL → 09:50p BLI 4 stops 17h 25m

\$575.46

View Fares

Preferred Airline for Western Washington University Show all details v

- Add or Select Frequent Flyer Program if applicable; select seats if option available.
- Select or enter credit card information to book (can work with department manager/admin to enter pcard if available, or use personal card to be reimbursed after trip).
- Click Reserve Flight and Continue. Be sure to proceed through all the review and booking screens:**



Review and Reserve Flight

REVIEW FLIGHTS

DEPART	✕ Tue, Mar 22 – Denver, CO to Salt Lake City, UT	Hide details ^
Tue, Mar 22	08:45a DEN → 10:29a SLC	1h 44m Delta 2281 Boeing 737-800
RETURN	✕ Thu, Mar 24 – Salt Lake City, UT to Denver, CO	Hide details ^
Thu, Mar 24	03:30p SLC → 05:04p DEN	1h 34m Delta 2948 Airbus Industrie A319

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ⓘ

Primary Traveler [Edit](#) | [Review all](#)

Name: Chrisa A Offerzen Phone: 303-555-1234 Email: ▼

Frequent Flyer Programs [Add a Program](#)

For Delta

▼

SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
DL 2281 Main Cabin (T)	View seat map
DL 2948 Main Cabin (L)	View seat map

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$193.49	\$43.71	\$237.20
Total Estimated Cost:			\$237.20
Total Due Now:			\$237.20

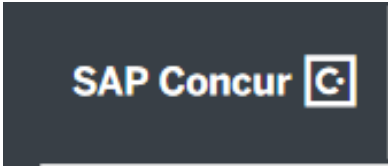
METHOD OF PAYMENT

This purchase will be charged to your company directly.

⚠ 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.

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



15. Review Details and click Next at the bottom of the screen to finalize and confirm booking:

Travel Details

TRIP OVERVIEW

<p>I want to... View Itinerary E-mail Itinerary</p>	<p>Trip Name: Trip from Denver to Salt Lake City (edit) Start Date: March 22, 2022 End Date: March 24, 2022 Created: March 07, 2022, Chrisa Offerzen (Modified: March 07, 2022) Description: (No Description Available) (edit) Agency Record Locator: 4JUGSB Passengers: Chrisa A Offerzen Total Estimated Cost: \$237.20 USD (Details)</p>	<p>Add to your itinerary</p> <p><input type="radio"/> Car <input checked="" type="radio"/> Hotel</p> <p><small>Booked outside Concur? Enter your trip manually or connect with Trip.</small></p>
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i Airfare must be ticketed by: 03/07/2022 11:00 PM Mountain

RESERVATIONS

Tuesday, March 22, 2022

Flight Denver, CO (DEN) to Salt Lake City, UT (SLC) [Cancel all Air](#)

Delta 2281

<p>Departure: 08:45 AM Denver Intl Airport (DEN) Duration: 1 hour, 44 minutes Nonstop</p>	<p>Confirmation: JNQTSE Status: Confirmed</p>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <p>Seat: 30C Change seat</p> </div>
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Arrival: 10:29 AM
Salt Lake City Airport (SLC)

Additional Details
Aircraft: Boeing 737-800
E-Ticket
Cabin: MAIN CABIN (T)
Distance: 350 miles

[Add to your itinerary](#)

Thursday, March 24, 2022

Flight Salt Lake City, UT (SLC) to Denver, CO (DEN) [Cancel all Air](#)

Delta 2843

<p>Departure: 08:30 PM Salt Lake City Airport (SLC) Duration: 1 hour, 34 minutes Nonstop</p>	<p>Confirmation: JNQTSE Status: Confirmed</p>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <p>Seat: 20F Change seat</p> </div>
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Arrival: 06:04 PM
Denver Intl Airport (DEN)

Additional Details
Aircraft: Airbus A319
E-Ticket
Cabin: MAIN CABIN (L)
Distance: 350 miles

[Add to your itinerary](#)

TOTAL ESTIMATED COST

Air	\$193.40 USD	View Fare Rules
Taxes and fees:	\$43.71 USD	
Total Estimated Cost:	\$237.20 USD	

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

If you click 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 Trip](#)

16. Trip Confirmation Screen: **Purchase Tickets. Final screen should display “Finished!”** and Trip Overview.

17. Upon successful ticketing, an itinerary will be emailed to the traveler and the arranger (Delegate)

18. Note: To book special conference hotel rates, you may need to book outside Concur.

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Devlin Sweeney | [Business & Financial Systems](#)
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Travel Services

SAP Concur 