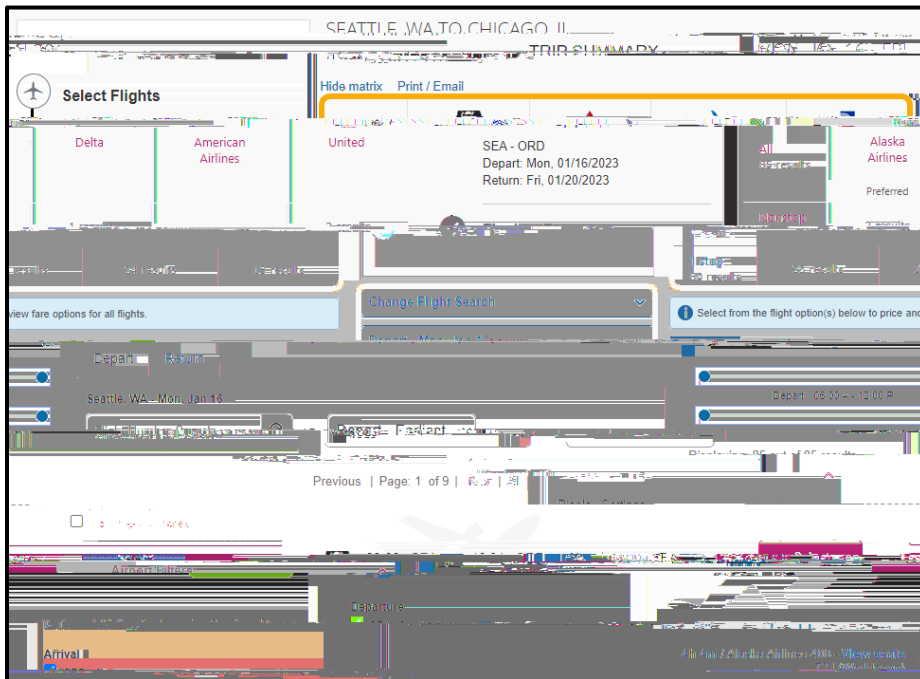


From the **SAP Concur** home page, select the **Flight** tab.

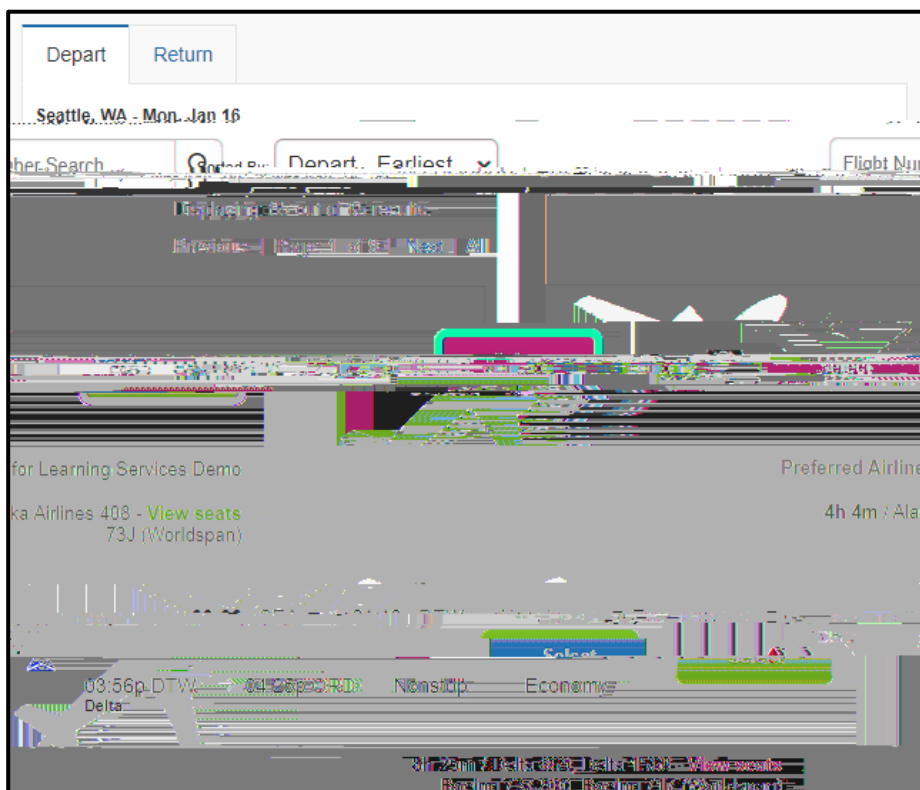
2. Enter your search criteria, such as type of flight, departure city and date, return city and date, car rental, and hotel.
You can also select if you need a car and/or hotel for your trip, and what class you want to fly on.
3. After you complete your search details, select

You will see a list of available flights on the **Depart** tab.

- To filter the results, select a column, row, or cell in the Airline grid at the top of the results page or you can use the sliding scales on the left.

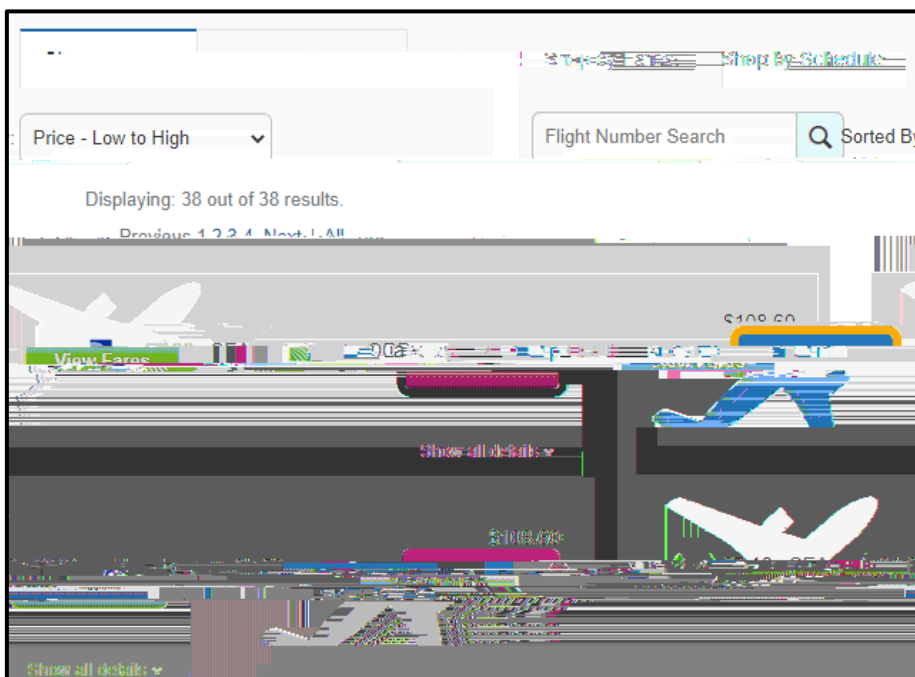


- To see specific departure and return flight details, select **Select**.



The **Shop by Fares** tab displays your selected flight options. You can use the **Shop by Schedule** tab to view results by flight times.

6. Select **View Fares** to see the airfare cost including additional fare options to upgrade seating or baggage handling.



When the **Fare Options** display, a **green** checkmark icon indicates that the selected option is within policy.

A **yellow** icon indicates a violation of a rule where you manager will be notified of the out-of-policy reason selection, as well as lower-priced options that are available.

A **red** icon indicates a serious violation and cannot be booked.



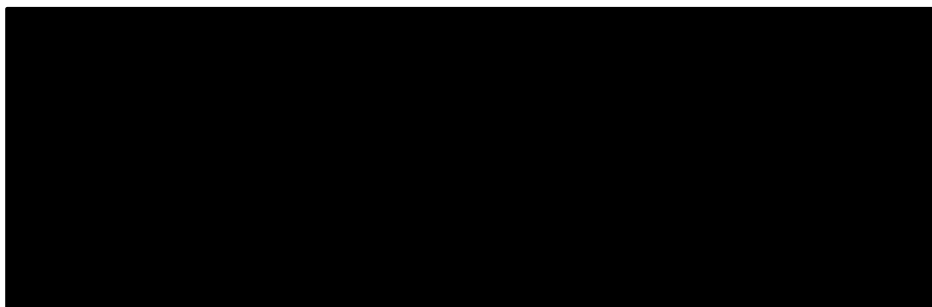
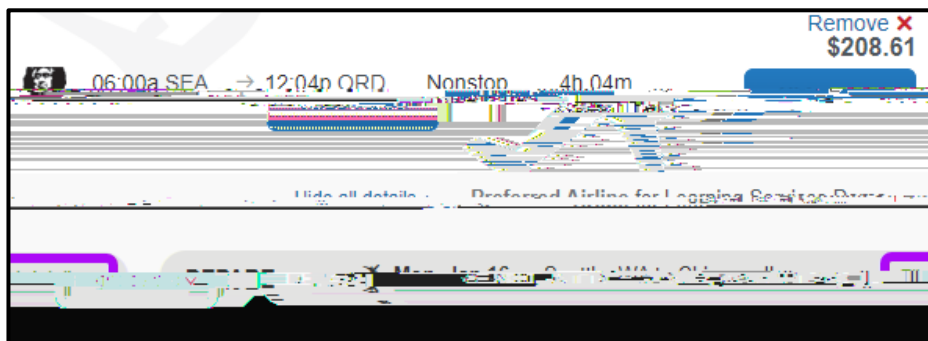
7. Select Flight details.

To view the available seating for the flight, select **View seats**. A window displays the seating configuration. You can select your desired seat on the flight depending on the

When you are ready to select your flight, select the fare amount.

In the **Review and Reserve Flights** section, review your flight itinerary.

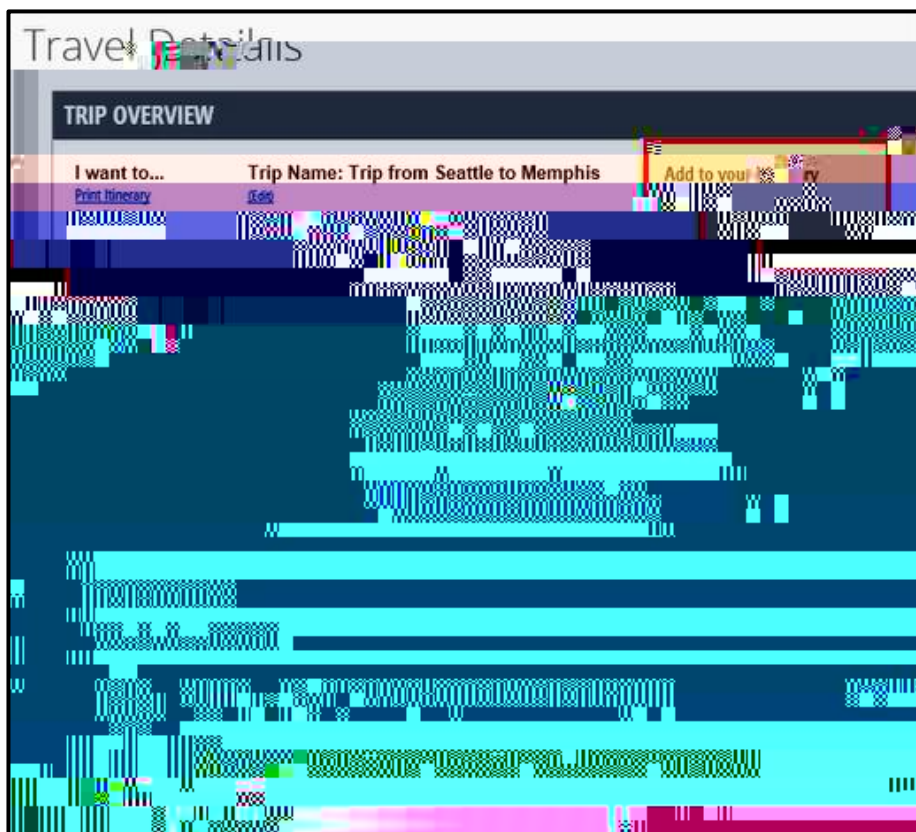
8. Scroll down to review the seat map, the price summary information, and to select your payment method.



9. After you review the fare rules and restrictions, select **Reserve Flight and Continue**.

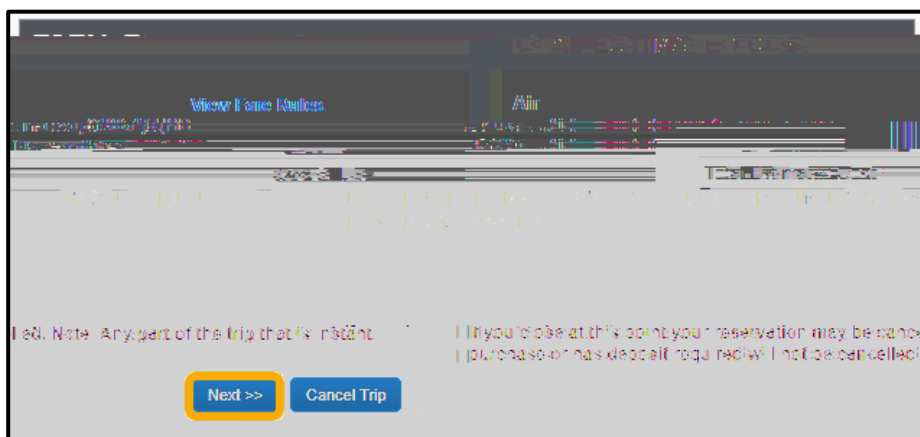
You will see your complete travel itinerary. From this page, you can also choose to add a car, hotel, wifi, or rail (depending on location) to your itinerary.

If you selected the options to book a car and/or hotel on the initial search page, you will be prompted to select a car or hotel for your trip before you see the **Travel Details**.



10. Scroll down, and then select **Next**.

A pop-up window notifies you that your trip does not have any car or hotel reservations. Confirm that you do not want any additional reservations.

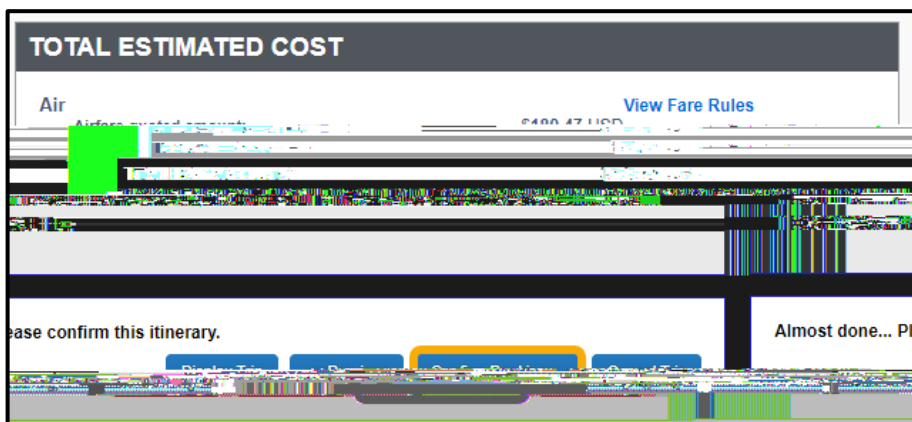


On the **Trip Booking Information** page, notice that the **Trip Name** is based on the departure and arrival cities. You can edit the **Trip Name** as needed. You can also provide a **Trip Description** and enter who you would like to send a copy of the confirmation to.

11. If necessary, enter the reason you did not book a car with your flight, and then select **Next**.

12. To finalize your reservation process, scroll down, and then select **Confirm Booking**.

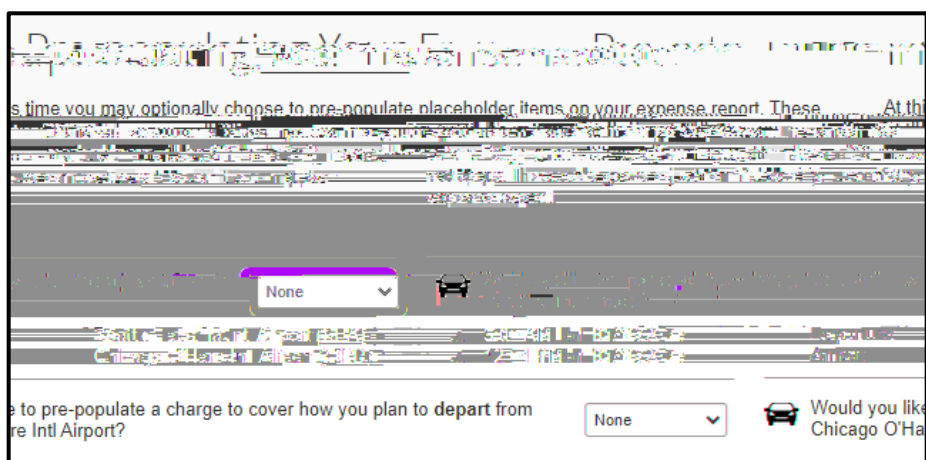
Note: If your company does not require approvals for trips, you will see a **Purchase Ticket** button instead of a **Confirm Booking** button.



By confirming the booking, you are sending your reservation to your manager for approval.

The **Pre-populating Your Expense Report** page appears. You can select transportation options for arrival and departure from the airports during your trip.

13. For this example, select **Taxi**.



14. Select Finish.



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 Travel and Request configuration, you return to the **Travel** page and can view your **Upcoming Trips**. If you need to submit a request prior to travel, you will continue to the **Request Header** screen to complete the required request.

