

Airline Reservations

- » Login to Concur Solutions.
- » Select Travel at the top of the page.
- » On the Flight tab in the Trip Search section of your Concur homepage, select one of these:
 - Round Trip
 - One Way
 - Multi-City
- » In the From and To Fields, enter the cities or airport codes for your travel.
- » In the Depart and Return fields, select the preferred travel dates and times.
- » If you need a rental car, select Pick-up/Drop-off car at airport.
- » If you need a hotel, select Find a Hotel. Enter the search parameters as prompted.
- » In the Search Flights By field, Price is the default view. You will be able to view by schedule on a secondary tab in the results.
- » Click Search.
- » Flight search parameters can be modified in the panel to the left of the search results to compare prices based on flight options.
- » Select View Fares or Show all details in the search results for more flight information and to preview seat availability.
- » Click the blue button which displays the cost to begin the booking process.
- » Click Reserve Flight and Continue.
- » Click Next at the bottom of the page.
- » A pop-up window notifies you if the trip does not include any car or hotel reservations.
- » Click Next at the bottom of the page.
- » Click Confirm Booking.

- » Airline bookings can also be completed by contacting Travel Inc. at 770-291-5190.
 - » *It is advisable to contact Travel Inc directly for international trips due to the number of possible routes, combined with price and scheduling options.*