Booking

This guide will take you through the basic steps for the online **booking** of flights, rental cars and hotels.

Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4 or username.

Travel Wizard - Flights

2. On the left side of the screen is the Travel Wizard which allows you online **booking** capabilities for flights, rental cars and hotels.

3. To begin a flight search, enter the **From** and **To** locations. Please note that the default **From** location can be setup in your **Profile**.

4. Select a **departure date**, **time** and **time variance**. Please note that the default variance is +/- **4 hours**.

5. Select a **return date**, **time** and **time variance**.

6. Please note that the fare class will default to **Economy** as **Business Class** is only allowable for non-contiguous flights.

7. If you want to search for refundable flights only, click the **Refundable only air fares** box.

8. Once the appropriate selections have been made, click **Search**.

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9. The results will display in a matrix at the top to show the full range of stops, carriers and price options. To view more information on the flights available, click on either the **number of stops** or **carrier icon**.

OKLAHOMA CITY, OK TO PORTLAND, OR
MON, AUG 19 - FRI, AUG 23

Show as USD

Hide matrix   Print / Email

	United	Delta	American Airlines	Alaska Airlines	Multiple
All 269 results					
	Preferred	Preferred	Preferred	Preferred	
1 stop 19 results	451.11 5 results	448.00 4 results	—	—	696.00 10 results
2 stops 250 results	444.42 30 results	497.20 11 results	633.36 44 results	768.40 78 results	560.20 87 results

10. The results can also be narrowed down by either **Fare** or **Schedule**. Click on either the **Shop by Fares** or **Shop by Schedule** tab.

Shop by Fares   Shop by Schedule
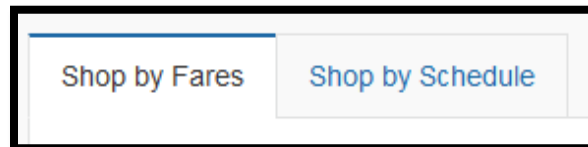
11. The results can be narrowed down further by using the sliders to adjust **flight times** or **price range**.

Depart - Mon, Aug 19

Depart   07:00 A – 10:29 A

Arrive   11:23 A – 10:25 P

Return - Fri, Aug 23

Depart   04:12 P – 07:00 P

Arrive   11:04 P – 11:51 A

Price

Price $444.42 – $1,539.41
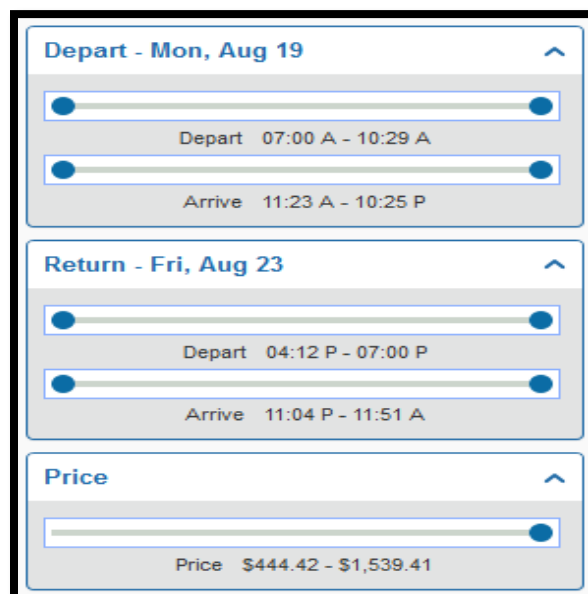
12. To see more information on a particular flight, click the blue **More Fares/Details** hyperlink to see additional options and prices.

13. Once the flight has been chosen, click the blue button with the correct **price**.

Express Flight Check-out

14. If you are asked if you want to try a new check-out experience, click **Yes I'll Try It**. If you are not asked if you want to try a new check-out experience, skip to Step 30. Note that not all trips qualify for the express check-out option.
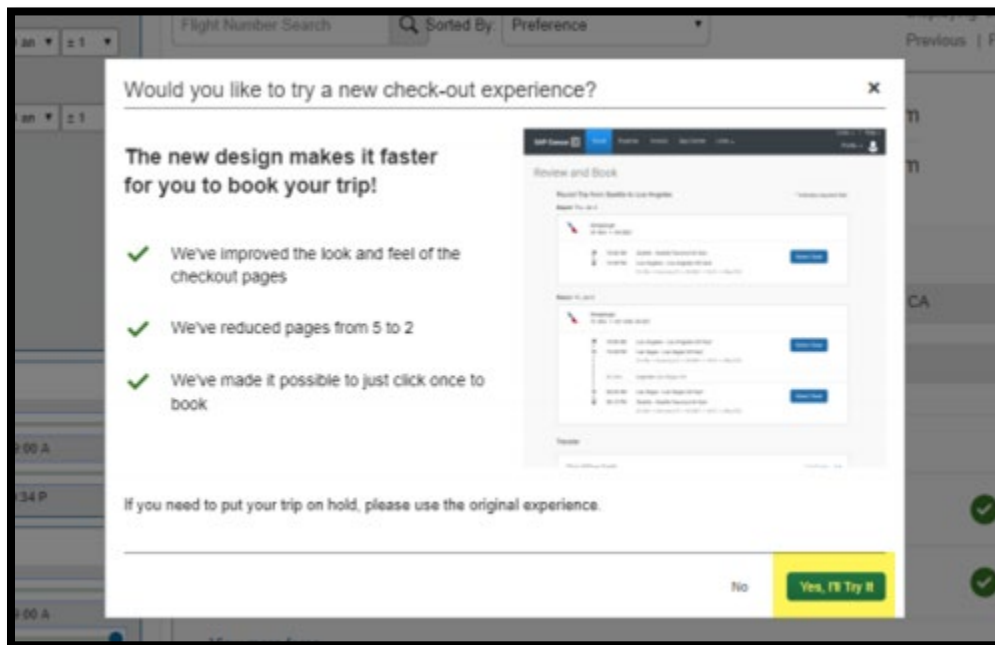
15. Next the **Review and Book** page appears. Scroll through the page and review the flight details, seat availability, traveler information, frequent traveler program information, payment method and total cost. Please note that the cost listed does not include the booking fee from the contracted travel agency. Please also note that a default payment method can be added in your profile.

16. If all of the information is correct, you will need to answer three questions.

    a. **Are you a non-resident alien?** If the answer to the question is **No**, proceed to the next question. If the answer is **Yes**, enter your country of origin in the pop-up box that appears below.

    b. **Do you have an unused ticket in your profile you would like to use?** This option will allow you to apply a previously purchased but unused ticket if one is available in your profile.

    c. **Does this trip need to comply with the Fly America Act?** This question pertains to airfare paid on Federal Funds for international travel. If the answer is No, proceed to the next step. If the answer is **Yes**, please be aware that the flight(s) selected must in compliance with the Fly America Act or a pre-approved Fly America Act Affidavit must accompany the expense report for the flight(s) to be paid on a federally funded grant.

17. Once the questions are answered and you have reviewed all of the details on the page for accuracy, click **Book Trip** to send your request to the travel agency. If you need to choose another flight, you can click **back** to see the search results.

18. A **Wait Page** will appear until the trip is confirmed.

19. Once confirmed, the trip name and a green check mark appears at the top of the confirmation page along with travel agency information, traveler name, frequent traveler program (if one was selected), itinerary and total cost. Please note that the cost listed does not include the booking fee from the contracted travel agency.
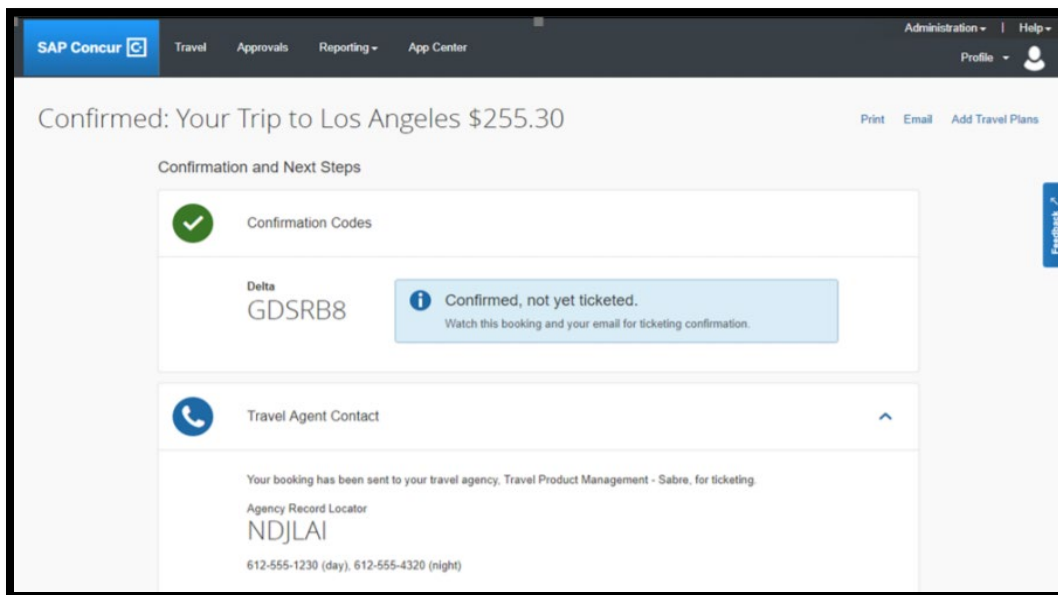
20. The confirmation screen also shows your confirmation number and you will soon receive an email from Concur with the itinerary listed.

21. About an hour after the booking process is finalized, you will receive an email from the contracted travel agency with an attached invoice showing the payment for the flight and their booking fee.

Flight Check-out

22. If the flight is $100 or more than the lowest cost flight available in the search results, you will be prompted to provide a reason for choosing the higher priced flight.

Travel Rule Triggered

This flight is not in compliance with the following travel rule(s):

⚠ Air Fare is greater than the least cost logical airfare plus 100.00 dollars

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason -- ▼

Please explain why you have chosen this flight. NOTE: We will log flights which you did not take.

[Save] [Cancel]

The selected fare was: $1111.36
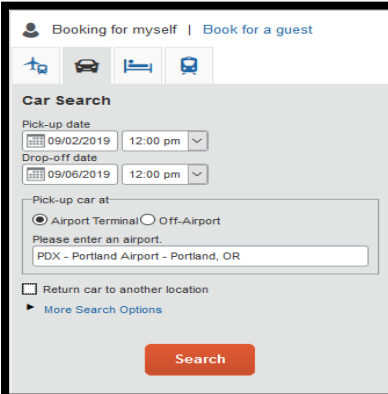The least cost logical fare was: $274.48

23. Next the **Review and Reserve Flight** page appears. Scroll through the page and review traveler information, frequent traveler program information, seat availability and payment method. Please note that a default payment method can be added in your Profile.

24. Click **Reserve Flight and Continue** but note that the flight is still not fully booked.

25. Next the **Travel Details** page appears. Scroll through the page and review the details, including the estimated cost. Please note that the cost listed does not include the booking fee from the contracted travel agency. Click **Next** to continue.

26. Next the **Trip Booking** page appears. The Trip Name will default with the From and To locations but the name can be changed. You can also enter in a **Trip Description** to further clarify the travel objective.

27. You will be prompted to answer three questions.

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    a. **Apply an unused ticket to this reservation?** This option will allow you to apply a previously purchased but unused ticket if one is available in your profile.

    b. **Are you a non-resident alien?** If the answer to the question is **No**, proceed to the next question. If the answer is **Yes**, enter your country of origin.

    c. **Does this trip need to comply with the Fly America Act?** This question pertains to airfare paid on Federal Funds for international travel. If the answer to the question is **No**, click **Next** at the bottom of the page. If the answer is **Yes**, please be aware that the flight(s) selected must be in compliance with the Fly America Act or a pre-approved Fly America Act Affidavit must accompany the expense report for the flight(s) to be paid on a federally funded grant.

28. Next the **Trip Confirmation** page appears. Click **Confirm Booking** to send your request to the travel agency. The **Finished!** screen shows your confirmation number and you will soon receive an email from Concur with the itinerary listed.

29. About an hour after the booking process is finalized, you will receive an email from the contracted travel agency with an attached invoice showing the payment for the flight and their booking fee.

Travel Wizard – Rental Car

30. From the Travel Wizard on the left side of the Concur homepage, click on the **Car** icon.

31. Select a **Pick-up date** and **time** then select a **Drop-off date** and **time**.

32. By default, the pick-up location will prompt a search based off of pick-up airport although you can also choose an off-airport location.

33. Make the appropriate selection for your trip and click **Search**.

34. Results will display in a matrix at the top of the screen with the preferred vendor listed first.

PICK UP: (PDX) ON MON, SEP 2 12:00 PM
RETURN: FRI, SEP 6 12:00 PM   Show as USD -

Hide matrix   Print / Email

All 124 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Luxury Car	Mini Van	Intermediate SUV
enterprise Most Preferred	192.19	192.19	202.02	--	215.44	337.10	337.10	308.25	313.68
Thrifty	220.87	221.12	266.21	293.66	285.19	332.91	393.94	383.89	333.92
Hertz	240.37	240.37	258.20	292.55	272.99	326.01	393.51	442.12	321.91

35. Once the car has been chosen, click the blue button with the correct **price**.

Total cost*

$192.19

36. If the car is outside of normal booking policies, you will be prompted to provide a reason for choosing the selected car.

37. Click **Next** and the **Review and Reserve Car** page appears.

38. Scroll through the page and review the driver, pricing information and payment method. Please note that a default payment method can be added in your Profile.

39. Click **Reserve Car and Continue**.

40. Next the **Travel Details** page appears. Scroll through the page and review the details, including the estimated cost. Please note that the cost listed does not include the booking fee from the contracted travel agency. Click **Next** to continue.

41. Next the **Trip Booking** page appears. The Trip Name will default with the From and To locations but the name can be changed. You can also enter in a Trip Description to further clarify the travel objective.

42. You will be prompted to answer three questions.

    a. **Are you a non-resident alien?** If the answer to the question is **No**, proceed to the next question. If the answer is **Yes**, enter your country of origin in the pop-up box that appears below.

    b. **Do you have an unused ticket in your profile you would like to use?** This option does not apply for **Car Rental** so select **No**.

  c. **Does this trip need to comply with the Fly America Act?** Click **No** as this
   question is only relevant to flights.

43. Next the **Trip Confirmation** page appears. Click **Confirm Booking** to send your
  request to the travel agency. The **Finished!** screen shows your confirmation number
  and you will soon receive an email with the itinerary listed.

44. Note that if you need to cancel the **Car Rental**, most can be cancelled within 24 hours
  without penalty however, please refer to your specific reservation for more details.

Travel Wizard – Hotel

45. From the Travel Wizard on the left side of the Concur homepage, click on the **Hotel** icon.

46. Enter the **Check-in** and **Check-out dates**.

47. Enter the **search radius** based on the location of your travel objective.

48. Click **Search** and the results will appear.

49. The per diem rates of the location you selected will appear. To proceed, click **Next**.

Booking

50. Use the filter set on the left side of the page to narrow down search.

51. Click **View Rooms** to see available rates, amenities and cancellation policies.

52. Once the hotel has been chosen, click the blue button with the correct **price**.
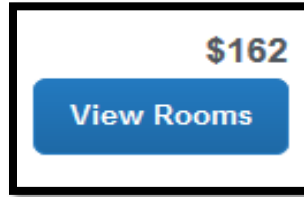
53. If the hotel is outside of normal booking policies, you will be prompted to provide a reason for choosing the selected hotel.

54. Next the **Review and Reserve Hotel** page appears. Scroll through the page and review the room details, pricing information and payment method. Please note that a default payment method can be added in your **Profile**.

55. Click **I agree to the above rules, restrictions, and cancellation policy**.

56. Click **Reserve Hotel and Continue**.

57. Next the **Trip Booking** page appears. The Trip Name will default with the From and To locations but the name can be changed. You can also enter in a Trip Description to further clarify the travel objective.

58. You will be prompted to answer three questions.

    a. **Are you a non-resident alien?** If the answer to the question is **No**, proceed to the next question. If the answer is **Yes**, enter your country of origin in the pop-up box that appears below.

    b. **Do you have an unused ticket in your profile you would like to use?** This option does not apply for **Hotels** so select **No**.

    c. **Does this trip need to comply with the Fly America Act?** Click **No** as this question is only relevant to flights.

59. Next the **Trip Confirmation** page appears. Click **Confirm Booking** to send your request to the travel agency. The **Finished!** screen shows your confirmation number and you will soon receive an email with the itinerary listed.

60. Note that if you need to cancel the **Hotel**, most can be cancelled within 24 hours without penalty however, please refer to your specific reservation for more details.

Additional Information

61. To book travel on behalf of a guest, click on the **Book for a guest** option at the top of the Travel Wizard.

62. Proceed with booking as outlined in the previous steps. Prior to confirming the reservation, you will be asked to enter in **Traveler Information**. Please ensure that you enter their **Name**, **Gender** and **Date of Birth** correctly as this information must be identical to the photo identification that the guest traveler will present at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on the ticket.

63. If you are booking international flights or multiple leg flights, it is recommended that you call the travel agency directly. For more complex travel arrangements, they may be able to offer discounted rates that are not visible through the online booking tool.