Prior to booking travel you must complete your   . (See the Completing Your Profile Job Aid.)

1. Log into Concur and select the   option from the top header.

2. Select your   from the drop down.

3. Click the tab for Air/Rail Search.
    a. You can search by   ,   or   if needed.
    b. Enter youromplete13(h)-4( )-3(b)-4(90)-3(b)89.37 632.38 ia632.38 ia63cBT6(t)-4(e)8(r)-4(you)-4

4. Enter your departure or arrival times.
   a. The search allows the user to specify the preferred   (departure) time or the preferred   (arrival) time. The search can be a broad search (morning, afternoon, etc.) or a specific search. The box to the far right allows the search window to be expanded or decreased.

   Note: To add a car search select the box next to   . To add a hotel

_____ – A great w

– You may select

9. _____ – On this page,
   a. You are given the opportunity to customize your _____ and create a _____.
   b. You can _____ (an additional fee will not be incurred.)
   c. _____ to another email address.
   d. You'll need to provide the following information specific to the trip.

   e. You will designate whether you want to use an unused ticket (if there is one available) for this reservation.

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your upcoming trip list.

Trip from Houston to Washington

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee

nd my email confirmation as

Ser

Account [Required]

Org [Required]

is reservation until: 08/11/2016 12:55 am Eastern

You may HOLD th

| Display Trip | Hold Trip | << Previous | Next >> | Cancel |

_____: On this page you can select _____. The reservation will be held for approximately 24 hours. The exact time it can be held will be displayed. This does not guarantee the fare.

10. Select

11. The _____ page is the final step. Select _____ to complete your reservation.