



Book a Trip from Request

If you are using the booking tool, book from the approved Request. Do not stop in the middle of the booking. If you do, the link between Request and Travel is broken which generates a new Request. If booking is interrupted, go back to the Request to re-start the booking process.

Note: If booking from Request is unknowingly interrupted before completion (e.g. the user clicks on another browser during booking, the booking process sits idle for too long, etc.), the link between Travel and Request may break. See “Book a Trip from Travel” for instructions on what to do if this happens.

Airfare reservations are paid on the agency card held by CTM. Hotel reservations are held with a UA corporate card (e.g. travel card or ProCard) or by indicating CTM use the agency card to book and pay for lodging. The option to use the agency card for car rentals is not available.

1. In the Request module, open the associated Request from “Active Requests”

REQUEST LIBRARY View Active Requests ▾

	SUBMITTED 03/11/2023 Lasinski, J 3/11-15/23 SEA \$1,945.00 Submitted & Pending Approval by your Supervisor Miles, Travis	READY TO BOOK 10/20/2022 Slavik, J 10/20-10/25 FAI-SEA \$1,350.00 Pending on-line Booking
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2. Click “Book Travel”

Slavik, J 10/20-10/25 FAI-SEA \$1,350.00
Pending on-line Booking | Request ID: 4Y7H

More Actions ▾ **Book Travel**



3. Your Itinerary

- a. Information entered in [Expected Expenses](#) is plugged into the booking tool
- b. Dates, times, and locations for each segment are adjustable after this screen

Slavik, J 10/20-10/25 SEA

Start date: Tuesday, 10/20/2020
End date: Sunday, 10/25/2020
Purpose: Concur Fusion 2020

[View Detail](#)

Your Itinerary

To Begin Booking your Itinerary.

 Please provide additional information below, then press the "Proceed to booking" button.

TRAVEL REQUEST ITINERARY

Air Ticket

Fairbanks Intl Airport (FAI)
Fairbanks, AK

Departure
Tuesday, 10/20/2020 Depart at 2:00 AM

Seattle-Tacoma Intl Airport (SEA)
Seattle, WA

Air Ticket

Seattle-Tacoma Intl Airport (SEA)
Seattle, WA

Departure
Sunday, 10/25/2020 Depart at 4:00 AM

Fairbanks Intl Airport (FAI)
Fairbanks, AK

Car Rental

Seattle, Washington

Pick-up
Tuesday, 10/20/2020

Seattle, Washington

Return
Sunday, 10/25/2020

Choose a rental station

C.

Choose a rental station

Hotel Reservation

Seattle, Washington

Check-in
Tuesday, 10/20/2020

Check-out
Sunday, 10/25/2020

Only show me this page when I need to provide extra information

[Proceed to booking](#)

- c. If car rental is included, user must assign rental station locations on the “Choose a rental station” screen; choose any available at any location if intending to skip car rental booking

Choose a rental station

Search for an off-airport car location

Find car locations within miles from

Airport Address
 Company Location Reference Point / Zip Code

[Search](#)

Please enter an airport.

SEA - Seattle-Tacoma Intl Airport - Seattle, WA

12 locations found

Show All
 Most Preferred
 Preferred
 Less Preferred
 Not Preferred

Enterprise

Preferred Car Vendor for University of Alaska

[Show On Map](#)



4. Segment Search and Select

- a. Select desired airfare, lodging, car rental, and/or train (See Travel: [Travel Components](#))
- b. Open the “Change Search” field to adjust dates, times, and locations
- c. For airfare, change departure times to “Anytime” to search for all available flights

The screenshot shows the 'Change Search' form with the following details:

- From:** FAI - Fairbanks Intl Airport - Fairbanks, AK
- To:** ANC - Anchorage Ted Stevens Intl Airport - Anchorage, AK
- Depart:** 10/20/2020, 08:00 am, ± 2
- Return:** 10/25/2020, 09:00 pm, ± 2
- Class:** Economy class
- Search by:** Price
- Specify a carrier

A callout box highlights the 'Depart' and 'Return' time selection dropdowns, showing the 'Anytime' option selected for both.

- d. Use the matrix, filter, search, and sort options to find the desired booking
- e. Car rental and lodging are skippable bookings; scroll down to the bottom of the page to find the skip option
- f. Trip Summary provides booking progress and Total Estimated Cost after each segment

The screenshot displays the 'Trip Summary' and 'Total Estimated Cost' sections.

Trip Summary

- Flights Reserved** (Round Trip): FAI - SEA, Depart: Tue, 10/20/2020, Return: Sun, 10/25/2020
- Car Reserved**: Pick-up: Tue, 10/20/2020, Drop-off: Sun, 10/25/2020
- Select a Hotel**: Nights: 5, Seattle, WA, Check-in: Tue, 10/20/2020, Check-out: Sun, 10/25/2020
- Finalize Trip**

Total Estimated Cost

Category	Amount (USD)
Air	308.20
Car	261.25
Total	567.45



5. Review and Reserve [Segment]

- Review, reserve, and add travel preferences after each segment
- Airfare – Seat selection is available at this point; however, travelers can manage their seat preferences, including upgrades, directly through the carrier’s website or app once flight is ticketed

Trip Summary

Flights Selected

Round Trip
FAI - SEA
Depart: Tue, 10/20/2020
Return: Sun, 10/25/2020

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART Tue, Oct 20 – Fairbanks, AK to Seattle, WA Hide details ^

Tue, Oct 20 01:30a FAI → 06:13a SEA 3h 43m Alaska Airlines 156 73J

RETURN Sun, Oct 25 – Seattle, WA to Fairbanks, AK / 3 layovers (SFO, PDX, ANC) Hide details ^

Sun, Oct 25 06:00a SEA → 08:15a SFO 2h 15m Alaska Airlines 762 73J

Layover in San Francisco, CA 4h 45m San Francisco Airport

01:00p SFO → 02:49p PDX 1h 49m Alaska Airlines 1301 Airbus Industrie A318/A319/320/321

Layover in Portland, OR 4h 56m Portland Airport

07:45p PDX → 10:28p ANC 3h 43m Alaska Airlines 183 Boeing 737-800 (winglets)

Layover in Anchorage, AK 47m Anchorage Ted Stevens Intl Airport

11:15p ANC 12:11a FAI 56m Alaska Airlines 167 Boeing 737-700 (winglets)

Lands Mon, Oct 26

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ⓘ

Primary Traveler Edit | Review all

Name: TravelerOne Test Phone: 9075556666 traveler1@alaska.edu

Frequent Flyer Programs Add a Program

For Alaska Airlines

Alaska Airlines – *****96

SELECT SEATS

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

Flight	Seat
AS 156 Main (R)	Select a seat
AS 762 Main (R)	Select a seat
AS 1301 Main (R)	Select a seat
AS 183 Main (R)	Select a seat
AS 167 Main (R)	Select a seat

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$400.00	\$27.70	\$427.70
Total Estimated Cost: \$427.70			
Total Due Now: \$427.70			

METHOD OF PAYMENT

This purchase will be charged to your company directly.



Seat Map

[Select Seat](#) [Close](#)

19F Seat over wing

Alaska Airlines #156, 73J, Fairbanks Intl Airport (FAI) - Seattle-Tacoma Intl Airport (SEA)
Seat assignment is subject to change up until time of departure

Available
 Occupied or Unavailable
 Selected
 Exit row
 No seating

Preferential
 Preferential

Paid preferential
 Paid preferential

c. Hotel

- i. A UA corporate card is required to book through the booking tool; card entered in the user's profile auto fills
- ii. If user needs CTM to reserve and pay for the hotel, "Skip Hotel" and enter lodging information on Trip Booking Information screen
- iii. Review the hotel's cancellation policy before confirming

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

Test Visa (...1111) [Edit](#) | [Add credit card](#)

* Indicates credit card is a company card

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Clarion Hotel Seattle Airport *Clarion*

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 78.50
 TOTAL RATE: 439.93 USD
 EXTRA PERSON: 10.00 USD - Extra adult charge

I agree to the hotel's rate rules, restrictions, and cancellation policy.

[Back](#) [Reserve Hotel and Continue](#)



6. Travel Details

- Overview of full trip itinerary
- Cancel or change airfare, lodging, and car rental before booking completes
- View total estimated costs

Travel Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from Fairbanks to Seattle [\(Edit\)](#)
Start Date: October 20, 2020
End Date: October 25, 2020
Created: July 13, 2020, TravelerOne Test *(Modified: July 13, 2020)*
Description: (No Description Available) [\(Edit\)](#)
Are you using Federal Funds ?: No
Agency Record Locator: YLARXU
Passengers: Travelerone Test
Total Estimated Cost: \$949.95 USD [\(Details\)](#)

i Airfare must be ticketed by: 07/14/2020 9:30 PM Alaskan

Add to your Itinerary

Car Hotel

Booked outside Concur? Enter your trip manually, connect with [Triplt](#), or send your itinerary to plans@concur.com.

RESERVATIONS

Tuesday, October 20, 2020

Flight Fairbanks, AK (FAI) to Seattle, WA (SEA) [Cancel all Air](#)

Alaska Airlines 0156
 Operated by: Alaska Airlines

Departure: 01:30 AM
 Fairbanks Intl Airport (FAI)
 Duration: 3 hours, 43 minutes
 Nonstop

Confirmation: WSZBHW
 Status: Cancellation Confirmed
 Air Frequent Flyer Number: AS-2089198

Seat: No seat

TOTAL ESTIMATED COST

Air		View Fare Rules
Airfare quoted amount:		\$286.00 USD
Taxes and fees:		\$20.20 USD
	Air Total Price:	\$306.20 USD
Hotel:		\$382.50 USD
Car:		\$261.25 USD
Total Estimated Cost:		\$949.95 USD

Restrictions

Quote: NONREF/SVCCHGPLUSFAREDIF/CXL BY FLT TIME OR NOVALUE/VALID AS/

REMARKS

FOR *EMERGENCY* AFTER HOURS SERVICE WITHIN THE US OR CANADA CALL 833-500-4292 AND GIVE CALLING CODE S-26CF. AFTER HOURS FEES MAY APPLY.

If you close 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



7. Trip Booking Information

- a. "Comments for the Travel Agent" box
 - i. If requesting CTM book a portion of air travel on a rural carrier, enter that airfare information here
 - ii. If requesting CTM book and pay for hotel, enter the full lodging information here
 - iii. Enter any other special requests or accommodations including directions to apply an unused ticket credit
 - iv. A comment of any kind (including "none") incurs a \$10 [partial touch fee](#)
- b. If comments to agent are added, booking is not complete until a [UA CTM](#) agent acts
 - i. After-hours agents do not act on these
 - ii. If booking outside normal business hours, do not use this option unless booking can wait until next business day

Trip Booking Information

Special travel agent requests may incur additional fees.

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.

<p>Trip Name This will appear in your upcoming trip list.</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Slavik, J 10/20-10/25 SEA</div>	<p>Trip Description (optional) Used to identify the trip purpose</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Concur Fusion 2020</div>
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Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Do you want CTM to send payment for hotel? [Required]

You may HOLD this reservation until: 07/11/2020 09:30 pm Alaskan

Please enter information about this trip then press Next to finalize your reservation. If you close 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.

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



8. Trip Confirmation – Final step to complete booking

Trip Summary

Finalize Trip

- Review Travel Details
- Enter Trip Information
- Submit Trip Confirmation

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Stavik, J 10/20-10/25 SEA
Start Date: October 20, 2020
End Date: October 26, 2020
Created: July 10, 2020, TravelerOne Test (Modified: July 10, 2020)
Description: Concur Fusion 2020
Are you using Federal Funds ?: No
Do you want CTM to send payment for hotel?: No
Agency Record Locator: HRZFGGE
Your reservation is complete, but not yet ticketed. A final itinerary will be sent in a separate email.
Passengers: Travelerone Test
Total Estimated Cost: \$427.70 USD

i Airfare must be ticketed by: 07/11/2020 9:30 PM Alaskan

Activate [TriplIt](#) to see your plans and stay one step ahead while traveling.
Agency Name: CTM NA (University of Alaska - PAC)

TOTAL ESTIMATED COST

Air	View Fare Rules
Airfare quoted amount:	\$400.00 USD
Taxes and fees:	\$27.70 USD
Total Estimated Cost:	\$427.70 USD

Restrictions

Quote: NONREF/SVCCHGPLUSFAREDIF/CXL BY FLT TIME OR NOVALUE/VALID AS/

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

REMARKS

FOR *EMERGENCY* AFTER HOURS SERVICE WITHIN THE US
OR CANADA CALL 833-500-4292 AND GIVE CALLING CODE
8-26CF. AFTER HOURS FEES MAY APPLY.

Almost done... Please confirm this itinerary.

Display Trip
<< Previous
Confirm Booking>>
Cancel Trip



9. "Finished!" – Final booked itinerary with option to Print or Email

Trip Summary

Finished!

Tell us how we are doing (optional)

Overall satisfaction with Concur: ★★★★★

Comments and suggestions:
(Max 1000 Characters)

1000 characters left

Sign me up to participate in future research studies.

[Send Feedback](#)

Finished!

You have successfully booked your trip!

Trip Record Locator : HRZFGE

This trip complies with your travel policy. Your itinerary has been saved. CTM NA (University of Alaska - PAC) will service your itinerary.
Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice. Airfare must be ticketed by: 07/11/2020 09:30 pm Alaskan (7/11/2020 10:30:00 PM Pacific).

Travel Contact Information

TRIP OVERVIEW

Trip Name: Slavik, J 10/20-10/25 SEA

Start Date: October 20, 2020

End Date: October 26, 2020

Created: July 10, 2020, TravelerOne Test (Modified: July 10, 2020)

Description: Concur Fusion 2020

Are you using Federal Funds ?: No

Do you want CTM to send payment for hotel?: No

Agency Record Locator: HRZFGE

Passengers: Travelerone Test

Total Estimated Cost: \$427.70 USD

Activate [Triplt](#) to see your plans and stay one step ahead while traveling.

Agency Name: CTM NA (University of Alaska - PAC)

Your itinerary has been saved.

[Print Itinerary](#)
[E-mail Itinerary](#)
[Return to Travel Center](#)

10. Depending on the user's email notification settings, the traveler and delegate receive an email of the ticketed itinerary – this is the flight itinerary receipt required for the Report